

ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name and Address</i>):		TELEPHONE NO.:		FOR COURT USE ONLY
ATTORNEY FOR (<i>Name</i>):		Ref. No. or File No.		
Insert name of court and name of judicial district and branch court, if any:				
SHORT TITLE OF CASE:				
PROOF OF SERVICE (Summons)	DATE:	TIME:	DEPT./DIV.:	CASE NUMBER:

1. At the time of service I was at least 18 years of age and not a party to this action, and I **served copies** of the (*specify documents*):

2. a. Party served (*specify name of party as shown on the documents served*):

b. Person served: party in item 2a other (*specify name and title or relationship to the party named in item 2a*):

c. Address:

3. I served the party named in item 2

a. **by personally delivering** the copies (1) on (*date*): _____ (2) at (*time*): _____

b. **by leaving** the copies with or in the presence of (*name and title or relationship to person indicated in item 2b*):

(1) (**business**) a person at least 18 years of age apparently in charge at the office or usual place of business of the person served. I informed him or her of the general nature of the papers.

(2) (**home**) a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the person served. I informed him or her of the general nature of the papers.

(3) on (*date*): _____ (4) at (*time*): _____

(5) A **declaration of diligence** is attached. (*Substituted service on natural person, minor, conservatee, or candidate.*)

c. **by mailing** the copies to the person served, addressed as shown in item 2c, by first-class mail, postage prepaid,

(1) on (*date*): _____ (2) from (*city*): _____

(3) with two copies of the Notice and Acknowledgment of Receipt and a postage-paid return envelope addressed to me.

(4) to an address outside California with return receipt requested. ← (*Attach completed form.*) ↗

d. **by causing copies to be mailed.** A declaration of mailing is attached.

e. **other** (*specify other manner of service and authorizing code section*):

4. The "Notice to the Person Served" (on the summons) was completed as follows:

a. as an individual defendant.

b. as the person sued under the fictitious name of (*specify*):

c. On behalf of (*specify*):

under: CCP 416.10 (corporation)

CCP 416.20 (defunct corporation)

CCP 416.40 (association or partnership)

CCP 416.60 (minor)

other:

CCP 416.70 (conservatee)

CCP 416.90 (individual)

5. **Person serving** (*name, address, and telephone No.*):

a. **Fee** for service: \$

b. Not a registered California process server.

c. Exempt from registration under B&P § 22350(b).

d. Registered California process server.

(1) Employee or independent contractor.

(2) Registration No.:

(3) County:

6. **I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

7. **I am a California sheriff, marshal, or constable** and I certify that the foregoing is true and correct.

Date:

▶ _____
(SIGNATURE)

Notary Acknowledgment

State of _____

County of _____

On _____ before me, _____, Notary

Public, Personally appeared _____,

Personally known to me - or- proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/her authorized capacity, and that by his/her signature on the instrument the person or the entity upon behalf of which the persons acted, executed the instrument.

WITNESS my hand and official seal. (Seal)

Signature of Notary

-----OPTIONAL-----

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

DESCRIPTION OF THE ATTACHED DOCUMENT

TITLE OR TYPE OF DOCUMENT

NUMBER OF PAGES

DATE OF DOCUMENT