

MARRIAGE OF <i>(last name, first name of parties):</i> _____	CASE NUMBER: _____
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Serve a copy of the documents on the person to be served. Complete the proof of service. Attach it to the original documents. File them with the court.

PROOF OF SERVICE OF SUMMONS (Family Law)

1. I served the Summons with Standard Restraining Orders (Family Law), **blank Response**, and Petition (Family Law) on respondent *(name)*:

- | | |
|---|---|
| a. with (1) <input type="checkbox"/> blank Confidential Counseling Statement
(2) <input type="checkbox"/> Order to Show Cause and Application
(3) <input type="checkbox"/> blank Responsive Declaration | (4) <input type="checkbox"/> completed and blank Income and Expense Declarations
(5) <input type="checkbox"/> completed and blank Property Declarations
(6) <input type="checkbox"/> Other <i>(specify)</i> : |
|---|---|

b. By leaving copies with *(name and title or relationship to person served)*:

c. By delivery at home business

(1) Date of: _____ (3) Address: _____
 (2) Time of: _____

d. By mailing (1) Date of: _____ (2) Place of: _____

2. Manner of service: *(Check proper box)*

- a. **Personal service.** By personally delivering copies to the person served. (CCP 415.10)
- b. **Substituted service on natural person, minor, incompetent.** By leaving copies at the dwelling house, usual place of abode, or usual place of business of the person served in the presence of a competent member of the household or a person apparently in charge of the office or place of business, at least 18 years of age, who was informed of the general nature of the papers, and thereafter mailing (by first-class mail, postage prepaid) copies to the person served at the place where the copies were left. (CCP 415.20(b)) **(Attach separate declaration stating acts relied on to establish reasonable diligence in first attempting personal service.)**
- c. **Mail and acknowledge service.** By mailing (by first-class mail or airmail) copies to the person served, together with two copies of the form of notice and acknowledgment and a return envelope, postage prepaid, addressed to the sender. (CCP 415.30) **(Attach completed acknowledgment of receipt.)**
- d. **Certified or registered mail service.** By mailing to address outside California (by registered or certified airmail with return receipt requested) copies to the person served. (CCP 415.40) **(Attach signed return receipt or other evidence of actual delivery to the person served.)**
- e. Other *(specify code section)*:
 Additional page is attached.

3. The NOTICE TO THE PERSON SERVED on the summons was completed as follows (CCP 412.30, 415.10, and 474):

- a. as an individual
- b. on behalf of Respondent
 under CCP 416.90 (Individual) CCP 416.70 (Ward or Conservatee) CCP 416.60 (Minor)
 Other *(specify)*:
- c. by personal delivery on *(date)*:

4. At the time of service I was at least 18 years of age and not a party to this action.

5. Fee for service: \$ _____

6. Person serving:

- | | |
|---|---|
| a. <input type="checkbox"/> Not a registered California process server.
b. <input type="checkbox"/> Registered California process server.
c. <input type="checkbox"/> Employee or independent contractor of a registered California process server.
d. <input type="checkbox"/> Exempt from registration under Bus. & Prof. Code section 22350(b). | e. <input type="checkbox"/> California sheriff, marshal, or constable.
f. Name, address, and telephone number and, if applicable, county of registration and number: |
|---|---|

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

Date: _____

▶ _____

(SIGNATURE)

(For California sheriff, marshal, or constable use only)
 I certify that the foregoing is true and correct.

Date: _____

▶ _____

(SIGNATURE)