

ATTORNEY OR PARTY WITHOUT ATTORNEY <i>(Name and Address)</i> :		TELEPHONE NO.:		<b>FOR COURT USE ONLY</b>	
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:					
<b>PROOF OF SERVICE (Summons)</b>		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