

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address):		TELEPHONE NO.:	<i>FOR COURT USE ONLY</i>		
ATTORNEY FOR (Name):		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.) X

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)

CCP 416.70 (conservatee)

CCP 416.90 (individual)

other:

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)