

In the Matter of the Petition of _____	CASE NUMBER _____
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(Use separate proof of service for each person served)

1. I served the person cited (name): _____
with the citation and petition as follows:
- a. by serving
1. Person cited.
 Person and title or relationship to person cited (name, etc.): _____
- b. Delivery at home business
1. date: _____ 2. time: _____
3. address: _____
- C Mailing 1. date _____ 2. place _____
3. address: _____

2. Manner of service (check proper box)
- a. (Personal Service) By personally delivering copies (CCP 415.10).
- b. (Substituted service on corporation, unincorporated association [including partnership], or public entity) By leaving, during usual business hours, copies in the office of the person cited with (name): _____ and thereafter mailing, by first-class mail, postage prepaid, copies to the person cited at the place where the copies were left (CCP 415.20(a)).
- c. (Substituted service on natural person, minor, incompetent or candidate) By leaving copies at the dwelling house usual place abode usual place of business of the person cited in the presence of (name): _____ who was informed of the general nature of the papers, and by thereafter mailing by first class mail, postage prepaid, copies to the person cited at the place where the copies were left (CCP 415.20(b)). (Attach separate declaration or affidavit stating acts relied on to establish reasonable diligence in first attempting personal service.)
- d. (Mail and acknowledgment service) By mailing by first-class mail copies to the person cited together with two copies of the form Notice and Acknowledgment of Receipt and a return envelope, postage prepaid, addressed to the sender (CCP 415.30). (Attach completed Acknowledgment of Receipt form.)
- e. (Return receipt requested mail service) By mailing to address outside California, with return receipt requested, copies to the person cited (CCP 415.40). (Attach signed return receipt or other evidence of actual delivery to the person served.)
- f. (Other – CCP 413.10, 413.30). (Attach separate page if necessary.):
 Additional page is attached.

3. On the copy of the citation served, the NOTICE TO THE PERSON SERVED was completed as follows (CCP 412.30, 415.10, and 474):
- a. as an individual.
- b. as the person cited under the fictitious name of : _____
- c. on behalf of:
under: CCP 416.10 (Corporation) CCP 416.60 (Minor) Other
 CCP 416.20 (Defunct corporation)
 CCP 416.40 (Association or partnership) CCP 416.90 (Individual)
- d. 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. Name, address and telephone number of person serving:
- a. Not a registered California process server (CCP 417.40) and exempt (Bus & P Code 22350).
- b. Registered County, Number _____
- c. California sheriff, marshal or constable
1. Title: _____
2. County: _____
3. Municipal or Justice Court District

I declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed on
date: _____
at place: _____
Signature _____

I certify that the foregoing is true and correct and that the certificate is executed on
date: _____
at place: _____
Signature _____

The declaration under penalty of perjury must be served in California or in a state that authorizes use of the declaration in place of an affidavit; otherwise, an affidavit is required.