

PLAINTIFF/PETITIONER:	CASE NUMBER:
DEFENDANT/RESPONDENT:	

- b. Leaving a copy of the summons and complaint during usual office hours in his or her office or, if no physical address is known, at his or her usual mailing address, other than a United States Postal Service post office box, with the person who is apparently in charge thereof, and by thereafter mailing a copy of the summons and complaint by first-class mail, postage prepaid to the person to be served at the place where a copy of the summons and complaint were left (Substituted service, CCP § 415.20(a)).

 - c. Leaving a copy of the summons and complaint at the person's dwelling house, usual place of abode, usual place of business, or usual mailing address other than a United States Postal Service post office box, in the presence of a competent member of the household or a person apparently in charge of his or her office, place of business, or usual mailing address other than a United States Postal Service post office box, at least 18 years of age, who shall be informed of the contents thereof, and by thereafter mailing a copy of the summons and of the complaint by first-class mail, postage prepaid to the person to be served at the place where a copy of the summons and complaint were left (Substitute service, CCP § 415.20(b))

 - d. Mailing copies to the person to be served, together with two copies of a blank notice and acknowledgment form and a return envelope, postage prepaid, addressed to the sender (Service by mail, CCP § 415.30)

 - e. Mailing copies to the person to be served outside the State of California (Service by mail outside the State, CCP § 415.40)

 - f. Any other method (CCP § 413.10, 413.30).
3. If the service could not be made because the dwelling house, normal place of abode or the usual place of business of the defendant is unknown, describe the efforts you made to determine these locations. If necessary, attach declarations of others (process servers, investigators, etc.) to this declaration:

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

Date: _____

(TYPE OR PRINT NAME OF ATTORNEY PARTY MAKING DECLARATION)

(SIGNATURE OF DECLARANT)

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THE DECLARATION OF MERIT BELOW MUST BE COMPLETED BY PERSON WITH PERSONAL KNOWLEDGE:

(Name): _____

states: I have personal knowledge of the following facts:

1. A cause of action exists against defendant/respondent/citee (name):

or the defendant/respondent/citee is a necessary or proper party to the action, based on the following facts:

2. Defendant/respondent/citee (name): _____

claims an interest in the real or personal property that is the subject of this action, or the relief demanded in this action consists of excluding that party from any interest in property, based on the following facts:

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

Date: _____

(TYPE OR PRINT NAME OF PLAINTIFF/PETITIONER)

(SIGNATURE OF PLAINTIFF/PETITIONER)

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ORDER

Upon reading and filing evidence consisting of a declaration as provided in CCP § 415.50 by (name):

and it satisfactorily appearing therefrom that the defendant/respondent, or citee (name):

cannot be served with reasonable diligence in any other manner specified in Article 3, Chapter 4, Title 5 of the Code of Civil Procedure, and it also appearing that a cause of action exists in this action in favor of the plaintiff, petitioner or citee therein and against the defendant, respondent or citee and that the said defendant, respondent or citee is a necessary and proper party to the action or that party to be served has or claims an interest in, real or personal property in this state that is subject to the jurisdiction of the Court or the relief demanded in the action consists wholly or in part in excluding such party from any interest in such property.

IT IS ORDERED that the service of said summons, citation or notice of hearing upon said defendant, respondent, or citee by publication thereof in (publication name): _____, a newspaper of general circulation published at (city): _____, California, hereby is the newspaper most likely to give notice to said defendant, and that said publication be made at least once a week for four successive weeks.

IT IS FURTHER ORDERED that a copy of said summons, citation, and of said complaint, petition, or notice of hearing in this action be forthwith deposited in the United States Post Office, post-paid, directed to said defendant, respondent, or citee if his address is ascertained before expiration of the time prescribed for the publication of the summons, citation, or notice of hearing and a declaration of this mailing or of the fact that the address was not ascertained be filed at the expiration of the time prescribed for the publication.

Date: _____

_____ (JUDGE OF THE SUPERIOR COURT)