



1 That Affiant personally served the ( *check one*) ☐ Plaintiff ☐ Defendant with a copy of  
2 the above stated documents on the \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_ at about (*time*)  
3 \_\_\_\_\_ a.m./p.m. by:

4 (*check and complete option A or B*)

5 A. ☐ Delivering and leaving the documents with said party at (*street address*) \_\_\_\_\_  
6 \_\_\_\_\_ (*city*) \_\_\_\_\_, (*state*) \_\_\_\_\_, (*zip code*) \_\_\_\_\_.

7 **OR**

8 B. ☐ Delivering and leaving a copy with (*first and last name of person that the documents*  
9 *were given to*) \_\_\_\_\_, who is a person of suitable age  
10 and discretion that lives with the above state party at (*street address*) \_\_\_\_\_  
11 \_\_\_\_\_ (*city*) \_\_\_\_\_, (*state*) \_\_\_\_\_, (*zip code*) \_\_\_\_\_.

12  
13  
14 \_\_\_\_\_  
15 Signature of Affiant

16 \_\_\_\_\_  
17 Process Server License Number

18 (*If you are not a licensed process server write N/A*)  
19  
20  
21  
22

23 Signed and sworn to (or affirmed) before me

24 on (*date*) \_\_\_\_\_

25 by (name of person signing document) \_\_\_\_\_

26 \_\_\_\_\_  
27 Signature of notarial officer  
28