

# Affidavit of Process Server

\_\_\_\_\_  
(NAME OF COURT)

VS

PLAINTIFF/PETITIONER

DEFENDANT/RESPONDENT

CASE NUMBER

I \_\_\_\_\_, being first duly sworn, depose and say: that I am over the age of 18 years and not a party to this action, and that within the boundaries of the state where service was effected, I was authorized by law to perform said service.

**Service:** I served \_\_\_\_\_  
NAME OF PERSON / ENTITY BEING SERVED

with (list documents) \_\_\_\_\_

by leaving with \_\_\_\_\_ At

Residence \_\_\_\_\_  
NAME RELATIONSHIP  
ADDRESS CITY / STATE

Business \_\_\_\_\_  
ADDRESS CITY / STATE

On \_\_\_\_\_ AT \_\_\_\_\_  
DATE TIME

Thereafter copies of the documents were mailed by prepaid, first class mail on \_\_\_\_\_  
DATE

from \_\_\_\_\_  
CITY STATE ZIP

## Manner of Service:

- Personal:** By personally delivering copies to the person being served.
- Substituted at Residence:** By leaving copies at the dwelling house or usual place of abode of the person being served with a member of the household over the age of \_\_\_\_\_ and explaining the general nature of the papers.
- Substituted at Business:** By leaving, during office hours, copies at the office of the person/entity being served with the person apparently in charge thereof.
- Posting:** By posting copies in a conspicuous manner to the front door of the person/entity being served.

**Non-Service:** After due search, careful inquiry and diligent attempts at the address(es) listed above, I have been unable to effect process upon the person/entity being served because of the following reason(s):

- Unknown at Address
- Moved, Left no Forwarding
- Service Cancelled by Litigant
- Unable to Serve in Timely Fashion
- Address Does Not Exist
- Other \_\_\_\_\_

**Service Attempts:** Service was attempted on: (1) \_\_\_\_\_ (2) \_\_\_\_\_  
DATE TIME DATE TIME

(3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_  
DATE TIME DATE TIME DATE TIME

**Description:** Age \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair \_\_\_\_\_ Beard \_\_\_\_\_ Glasses \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PROCESS SERVER

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_,  
Proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

NOTARY PUBLIC for the state of \_\_\_\_\_

