

# Proof of Service

Records HOW and WHEN the defendant was served. You usually cannot serve the papers yourself.

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## COURT & CASE NUMBER

## DOCUMENTS SERVED (E.G., STATEMENT OF CLAIM + HEARING NOTICE)

## DEFENDANT SERVED

## DATE OF SERVICE

## METHOD OF SERVICE (CHECK ONE)

- Personal service (handed directly to the defendant)
- Certified mail, return receipt requested
- Served by sheriff / marshal / process server
- Substituted service (left with another adult / posted) - confirm your court allows this

## SERVER NAME (THE PERSON WHO SERVED - NOT YOU)

## SERVER SIGNATURE & DATE

*Prepared with AI assistance. Informational only; not legal advice. Verify all amounts, names, and deadlines before filing.*