

INSTRUCTIONS FOR FILLING OUT THE
AFFIDAVIT OF SERVICE OF INITIATING PAPERS

PRINT AND USE BLACK INK ONLY.

- 1 Name of the county where the action/proceeding is being filed.
- 2 Write the name(s) of the Plaintiff(s)Petitioner(s).
- 3 Write the name(s) of the Defendant(s)/Respondent(s).
- 4 Write the case Index Number.
- 5 Enter the county where the affidavit is notarized.
- 6 Enter your name.
- 7 Enter your current address.
- 8 Enter the date you served the papers.
- 9 Identify the papers served.
- 10 State the location where the papers were served.
- 11 Check the appropriate box for the manner in which the papers were served.

If the papers were served on an individual, complete step 12:
- 12 Explain how you knew the person you served to be the person named in the papers. Fill out the description area of the form labeled 18.

If the papers were served on a corporation, complete steps 13, 14, and 15:
- 13 Enter the name of the corporation.
- 14 Identify the person you served. Fill out the description area of the form labeled 18.
- 15 Enter the job title of the person you served.

If the papers were served on a suitable individual, not the individual named in the papers, complete steps 16 and 17:

- 16 Identify the person you served. Fill out the description area of the form labeled 18.
- 17 Substituted service requires that you also mail a copy of the papers to defendant's last known residence or actual place of business. Enter the address to which you mailed the papers.
- 18 All three types of service (service on an individual, service on a corporation, or substituted service) require that you adequately describe the individual you served. Check the appropriate boxes for sex, height, weight, and age. Also describe the color of skin and hair and list any other identifying features, if any.
- 19 Check the box to indicate you verified the defendant is not currently serving in the military.
- 20 Sign your name in the presence of a notary public.
- 21 Print your name in the presence of a notary public.
- 22 Leave blank.