

**INSTRUCTIONS FOR FILLING OUT THE
AFFIDAVIT OF SERVICE - AFTER COMMENCEMENT**

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 Check the appropriate box for the manner in which the papers were served.

If the papers were served on an individual (personal service), place an X on the line and complete steps 11, 12, and 13:

- 11 Enter the name of the person you served.
- 12 Enter the address where you served the person.
- 13 Personal services requires that you adequately describe the individual you served. Check or complete the areas for sex, skin and hair color, age, weight, height, and list any other distinguishing features.
- 14 If the papers were served by mail, place an X on the line.

If the papers were served by overnight delivery service, complete steps 15 and 16.
- 15 If the papers were served by overnight delivery, place an X on the line.
- 16 Enter the name of the delivery service you used for overnight delivery service.

- 17 If you served the papers by mail or overnight delivery service, enter the names and addresses of the persons served.
- 18 Sign your name in the presence of a notary public.
- 19 Print your name in the presence of a notary public.
- 20 Leave blank.