

## **INSTRUCTIONS FOR COMPLETING AN AFFIDAVIT OF PERSONAL SERVICE**

When having a disinterested third party serve papers, an Affidavit of Personal Service must be completed to certify proof of service upon the party that was served. The person who serves the papers must complete bottom portion of this form and sign it **in front of a Notary Public.**

Step 1. Enter your information in the top left corner.

Step 2. Enter the judge's name in the caption.

Step 3. Enter the names of the Plaintiff(s) and Defendant(s) on the designated lines.

Step 4. Enter the case number on the designated line. The rest of the form must be completed by the person who performs the service of process.

Step 5. Enter the name of the person served in the first column.

Step 6. Enter the address and city where the person was served in the second column.

Step 7. Enter the date of service in the third column.

**Step 8. \*\*IMPORTANT\*\* DO NOT SIGN THE AFFIDAVIT UNTIL YOU ARE IN FRONT OF A NOTARY PUBLIC.**

Step 9. Make one copy for your records. You must provide the clerk with enough copies. If the clerk has to make copies for you, you will be charged a copy fee.

Step 10. Return the original affidavit of personal service, along with the ORIGINAL summons to the Justice Court Civil Clerk.

*ANYONE WHO REQUIRES AN AUXILIARY AID OR SERVICE FOR EFFECTIVE COMMUNICATION, OR A MODIFICATION OF POLICIES OR PROCEDURES TO PARTICIPATE IN A COUNTY PROGRAM, SERVICE OR ACTIVITY, SHOULD CONTACT JUSTICE COURT AT 258-3474, AS SOON AS POSSIBLE, BUT NO LATER THAN 48 HOURS BEFORE THE SCHEDULED EVENT*

*This document has been prepared as a courtesy to assist you with completing your affidavit of personal service. It is not to be construed as providing legal advice or representation on how to prepare your case.*