| JDF 98 |                       | Affidavit of Service                     |    |   |  |  |
|--------|-----------------------|--|----|---|--|--|
| 1.     | Colorado              | ct  County  Probate  Juvenile County:    |    |   |  |  |
| 2.     | Plaintiff /<br>v.     | to the Case Petitioner: nt / Respondent: |    | This box is for court use only.           |  |  |
| 3.     | Mailing A<br>Phone: _ | Address:St:Zip:                          | 4. | Case Details Number: Division: Courtroom: |  |  |

# 5. My Information

If checked, I am at least 18 years old and not a party to the action.

### 6. Documents Served

I served these documents: (Check all that apply)

| Petition/Complaint. | Summons. Case Cover Sheet                     |  |
|---------------------|---|--|
| Blank Answer form.  | Blank Fee Waiver forms. Eviction Information. |  |

Other Documents: (please identify)

## 7. Where and When Served

I served the documents above on *(name of party)*In County: \_\_\_\_\_\_ State: \_\_\_\_\_
On: *(date)* \_\_\_\_\_, at *(time)* \_\_\_\_\_
At the following location: \_\_\_\_\_

## 8. How Served

I delivered the documents by: (check one)

### a) To the Party

By handing them to (print name) \_\_\_\_\_\_, a

person identified to me as the Defendant or Respondent.

By identifying and offering the documents to the Defendant/Respondent, but they refused service. I left the documents in a conspicuous place.

#### b) At Home

| By leaving them with (print name)   | , at the |
|---|----------|
| Defendant/Respondent's home (usual abode), who is at least 18-years old and | is the   |
| Defendant/Respondent's: (enter family relationship)                         |          |

#### c) At Work

|    |     | By leaving them with (print name)  | , at the          |
|----|-----|--|-------------------|
|    |     | Defendant/Respondent's work (usual workplace).                             |                   |
|    |     | They are the Defendant/Respondent's: <i>(Check one)</i>                    | na Agent          |
|    | _   |  | g Agent.          |
|    |     | By leaving them with ( <i>print name</i> )                                 | -<br>pointment or |
|    |     | law to receive service of process for the Defendant/Respondent.            |                   |
| d) | Oth | ner  |                   |
|    |     | As otherwise allowed by Colorado Rules of Civil Procedure (C.R.C.P.) Rules | 4(g) or           |
|    |     | 304(c)-(e). (Explain):   |                   |

## e) Personal Service Not Made

|     | I attempted to serve the Plaintiff/Respondent on <i>(number)</i> occasions but have not   |
|-----|---|
|     | been able to complete personal service.   |
|     | I made efforts, such as:  |
|     | If checked, return to the Plaintiff/Petitioner is made on (date)  |
|     | [Eviction Cases Only] Because, I haven't been able to complete service, I posted a copy of the documents in a conspicuous at the rental property's address stated in the Complaint on ( <i>date</i> ) |
|     | The documents were also sent by first class mail on (date)  |
|     | <b>Note</b> : Mailing date must be within one day of filing the complaint.  |
| 9.  | Service Fees  |
|     | l am a:   |
|     | Private process server.  Sheriff for (enter county)   |
|     | I charged the following fees:   |
|     | Base Fee \$ Mileage \$  |
| 10. | Verified Signature  |
|     | I declare under penalty of perjury under the law of Colorado that the foregoing is true and correct.  |
|     | Executed on the (date) day of (month), (year)   |
|     | at City: (or other location)  |
|     | and State: (or country)   |
|     | Print Your Name:  |
|     | Your Signature:   |