

<input type="checkbox"/> County Court <input type="checkbox"/> District Court Jefferson County, Colorado Court Address: 100 Jefferson County Parkway Golden, CO 80401	▲ COURT USE ONLY ▲
Plaintiff(s): v. Defendant(s):	
Name of Filing Party: Address: Phone Number:	Case Number: Division: Courtroom:
AFFIDAVIT OF SERVICE	

I declare under oath that I am 18 years or older and not a party to the action and that I served the following documents (check all that apply):

- Summons/ Summons in Forcible Entry and Detainer
- Complaint Under Simplified Procedure/ Complaint in Forcible Entry and Detainer
- Answer Under Simplified Procedure
- Other: _____

on the Defendant in _____ (name of County/State) on _____ (date) at _____ (time) at the following location: _____.

- By handing the documents to a person identified to me as the Defendant: _____ (print name of person served).
- By identifying the documents, offering to deliver them to a person identified to me as the Defendant who refused service, and then leaving the documents in a conspicuous place.
- By leaving the documents at the Defendant's usual place of abode with _____ (Name of Person) who is a member of the Defendant's family and whose age is 18 years or older. (Identify family relationship) _____.
- By leaving the documents at the Defendant's usual workplace with _____ (Name of Person) who is the Defendant's secretary, administrative assistant, bookkeeper, or managing agent. (Circle title of person served.)
- By leaving the documents with _____ (Name of Person), who as _____ (title) is authorized by appointment or by law to receive service of process for the Defendant.
- By serving the documents as follows (other service permitted by C.R.C.P 4(g) or C.R.C.P. 304(c)(d) and (e): _____.

For Eviction Cases Only.

I have made diligent efforts such as _____ (list personal service attempts) but have been unable to make personal service on the Defendant(s) and I have made service of the within summons and complaint by posting a copy of them in a conspicuous place upon the premises described therein.

I have charged the following fees for my services in this matter:

Private process server

Sheriff, _____ County

Fee \$ _____ Mileage \$ _____

Signature of Process Server

Name (Print or type)

By checking this box, I am acknowledging I am filling in the blanks and not changing anything else on the form.

By checking this box, I am acknowledging that I have made a change to the original content of this form.

VERIFICATION

I declare under penalty of perjury under the law of Colorado that the foregoing is true and correct.

Executed on the _____ day of _____, _____
(date) (month) (year)

(city or other location, and state OR country)

(Printed Signature)

Signature

Date