



Circuit Court for \_\_\_\_\_

Case No. \_\_\_\_\_

City or County

Name \_\_\_\_\_ VS. Name \_\_\_\_\_

Street Address \_\_\_\_\_ Apt # \_\_\_\_\_ Street Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Area Code \_\_\_\_\_ Telephone \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Area Code \_\_\_\_\_ Telephone \_\_\_\_\_

Plaintiff

Defendant

**AFFIDAVIT OF SERVICE  
(Private Process)  
(DOM REL 55)  
All Blanks Must Be Completed**

I certify that I served \_\_\_\_\_ at \_\_\_\_\_  a.m./ p.m.  
Name of person served Time Check one  
on \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
Date Street Address City State Zip Code

a copy of the following documents (Check all that apply):

- Writ of summons: \_\_\_\_\_  
Date the summons for the Complaint/Petition/Motion listed below was issued
- Complaint/Petition/Motion: \_\_\_\_\_  
List name of complaint/petition/motion
- Domestic Case Information Report (DCIR Form)
- Financial Statement
- Show Cause Order and Petition: \_\_\_\_\_  
List type of petition
- Other: \_\_\_\_\_  
List all other documents served

which were previously filed with this Court. **Attached is a copy of any summons ("process") issued by the Court, the original of which I served upon the person served.** Service was made in the following manner: \_\_\_\_\_

The person I left the papers with acknowledged being: (1) a resident of the above-listed address; or (2) of suitable age and discretion in that the relationship to the defendant is \_\_\_\_\_ and that; (3) the above-listed address is the defendant's residence or usual place of abode.

**Description of Defendant/Person Served:** Race \_\_\_\_\_ Sex \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

I certify that I am over eighteen (18) years of age and I am not the Plaintiff or the Defendant.

I SOLEMNLY AFFIRM under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Server (signature)

\_\_\_\_\_  
Name of Server (printed or typed)

\_\_\_\_\_  
Street Address, City, State, Zip Code of Server

( \_\_\_\_\_ ) \_\_\_\_\_

Area Code

Telephone Number of Server