IN THE CIRCUIT COURT OF THE STATE OF OREGON

FOR THE COUNTY OF

|  |  |
| --- | --- |
|  | **Case No:**  |
|  | **CERTIFICATE OF SERVICE** |
| Plaintiff | (ORCP 7D(2)) |
| v. | □ (a) Personal Service |
|  | □ (b) Substitute Service |
|  | □ (c) Office Service |
|  | □ (d) Service by Mail |
| Defendant |  |

I, *(name)* , declare that I am a resident of the state of

 . I am a competent person 18 years of age or older and not a party to or lawyer in this case. I certify that the person served is the person named below.

I served true copies of the original *Petition*, *Claim*, or *Complaint* and *Summons* (with attached notices of mediation and other information provided by the court clerk) and: *(name any additional forms served)*

*by (check a, b, c, or d and complete all information):*

1. □ **Personal Service** on *(date)* , at a.m./p.m., to

{□ Plaintiff □ Defendant } (*name*) in person at the following address in the County of

 , State of .

1. □ **Substitute Service** on *(date)* , at a.m./p.m., by delivering them to the following address in the County of , State of . Delivered to (*name*)

 , who is a person age 14 or older and who lives there.

(*Complete the section below only if the server also did the follow-up mailing required by ORCP 7D(2)(b). If a person other than the server did the follow-up mailing, that person must complete a separate Certificate of Service Mailing.)*

* + On *(date)* , I personally deposited a true copy of the same documents served with the U.S. Postal Service, via first class mail, in a sealed envelope, postage paid, addressed to the party to be served: □ Plaintiff □ Defendant

 (*name*), at the party’s home address listed above, together with a statement of the date, time and place that the documents were hand-delivered to the party’s dwelling (residence).

1. □ **Office Service** on *(date)* , at a.m./p.m., by delivering them to the office of the party to be served, located at:

 (*address*), during normal working hours for that office, where I left the documents with (*name*), who is a person apparently in charge, to give the documents to the party to be served.

(*Complete the section below only if the server also did the follow-up mailing required by ORCP 7D(2)(c). If a person other than the server did the follow-up mailing, that person must complete a separate Certificate of Service Mailing.)*

* + On *(date)* , I personally deposited a true copy of the same documents served with the U.S. Postal Service, via first class mail, in a sealed envelope, postage paid, addressed to the party to be served: □ Plaintiff □ Defendant (*name*)

 , at the party’s: □ home address at:

 , ***OR*** business address above, together with a statement of the date, time and place that the documents were hand-delivered to the party’s office.

1. □ **Service by Mail, Return Receipt Requested** on *(date)* , I personally deposited **two** true copies with the U.S. Postal Service. **One** by first class mail, and the **other** by certified or registered mail, Return Receipt Requested, or by express mail, postage paid, addressed to the party to be served: □ Plaintiff □ Defendant

 (*name*), at the party’s home address located at:

 (*address*). *(NOTE: If mailed Return Receipt Requested, the return receipt must be attached to this Certificate of Service.)*

**I hereby declare that the above statements are true to the best of my knowledge**

**and belief, and that I understand they are made for use as evidence in court and I am subject to penalty for perjury.**

Date Signature of Server

Print Name

*If person serving is NOT a sheriff or sheriff’s deputy, address and phone number of server:*