



**SERVICE**

( ) I certify that I served this summons on Respondent as follows:  
(Check appropriate box, and complete information below.)

( ) **Individual Respondent – Personal**

By leaving a copy and a copy of the complaint with named Respondent  
\_\_\_\_\_ personally on \_\_\_\_\_.

( ) **Individual Respondent-Abode**

By leaving a copy and a copy of the complaint at the usual place of abode of  
named Respondent with a person of his family, of the age of 13 years or upwards,  
informing that person of the contents and also sending a copy of the summons in a  
sealed envelope with postage fully prepaid, addressed to named Respondent at his  
usual place of abode.

Name of Respondent \_\_\_\_\_

Date of Service \_\_\_\_\_ Time \_\_\_\_\_

Name of Person Summons given to \_\_\_\_\_

Gender \_\_\_\_\_ Race \_\_\_\_\_ Approximate Age \_\_\_\_\_

Date of Mailing \_\_\_\_\_

Place of Service \_\_\_\_\_

( ) Respondent not found in this County.

( ) Service by mailing notice, postage, fully pre-paid on \_\_\_\_\_, at \_\_\_\_\_  
am/pm,

\_\_\_\_\_ and addressed to \_\_\_\_\_,  
Place of mailing \_\_\_\_\_ date \_\_\_\_\_ Respondent's name \_\_\_\_\_ Street \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_  
City, State \_\_\_\_\_ Zip \_\_\_\_\_

(S.Ct. Rule 11 (c)(3) and 12(b)(4). Service is complete four days after mailing)

( ) I certify that Respondent was served while incarcerated at \_\_\_\_\_.

Sheriff \_\_\_\_\_

By Deputy \_\_\_\_\_

Date \_\_\_\_\_