

Example for a Divorce Case

FL-115

PARTY WITHOUT ATTORNEY or ATTORNEY NAME: Sally Smith FIRM NAME: n/a STREET ADDRESS: 123 Main Street CITY: El Cajon STATE: CA ZIP CODE: 92020 TELEPHONE NO.: 619-440-4444 FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name): Self-Represented Litigant	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF San Diego STREET ADDRESS: 1100 Union Street MAILING ADDRESS: Same CITY AND ZIP CODE: San Diego, CA 92101 BRANCH NAME: Central Division	
PETITIONER: Sally Smith RESPONDENT: John Smith	
PROOF OF SERVICE OF SUMMONS	CASE NUMBER:

1. At the time of service I was at least 18 years of age and not a party to this action. I served the respondent with copies of:
 - a. Family Law: *Petition—Marriage/Domestic Partnership* (form [FL-100](#)), *Summons* (form [FL-110](#)), and blank *Response—Marriage/Domestic Partnership* (form [FL-120](#))
 - or-
 - b. Uniform Parentage: *Petition to Determine Parental Relationship* (form [FL-200](#)), *Summons* (form [FL-210](#)), and blank *Response to Petition to Determine Parental Relationship* (form [FL-220](#))
 - or-
 - c. Custody and Support: *Petition for Custody and Support of Minor Children* (form [FL-260](#)), *Summons* (form [FL-210](#)), and blank *Response to Petition for Custody and Support of Minor Children* (form [FL-270](#))
 - and
 - d. (1) Completed and blank *Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)* (form [FL-105](#)) (5) Completed and blank *Financial Statement (Simplified)* (form [FL-155](#))
 - (2) Completed and blank *Declaration of Disclosure* (form [FL-140](#)) (6) Completed and blank *Property Declaration* (form [FL-160](#)) CP & SP
 - (3) Completed and blank *Schedule of Assets and Debts* (form [FL-142](#)) (7) *Request for Order* (form [FL-300](#)), and blank *Responsive Declaration to Request for Order* (form [FL-320](#))
 - (4) Completed and blank *Income and Expense Declaration* (form [FL-150](#)) (8) Other (specify):
Family Law Certificate of Assignment; Notice of Case Assignment; Notice of CSC

2. Address where respondent was served:
250 E. Main Street
El Cajon, CA 92020

3. I served the respondent by the following means (check proper boxes):
 - a. **Personal service.** I personally delivered the copies to the respondent (Code Civ. Proc., § 415.10) on (date): **10/31/21** at (time): **10:00 a.m.**
 - b. **Substituted service.** I left the copies with or in the presence of (name):
 who is (specify title or relationship to respondent):
 - (1) **(Business)** a person at least 18 years of age who was apparently in charge at the office or usual place of business of the respondent. I informed the person of the general nature of the papers.
 - (2) **(Home)** a competent member of the household (at least 18 years of age) at the home of the respondent. I informed the person of the general nature of the papers.
 on (date): _____ at (time): _____
 I thereafter mailed additional copies (by first class, postage prepaid) to the respondent at the place where the copies were left (Code Civ. Proc., § 415.20b) on (date): _____
A declaration of diligence is attached, stating the actions taken to first attempt personal service.

PETITIONER: Sally Smith RESPONDENT: John Smith	CASE NUMBER:
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3. c. **Mail and acknowledgment service.** I mailed the copies to the respondent, addressed as shown in item 2, by first-class mail, postage prepaid, on *(date)*: _____ from *(city)*: _____
- (1) with two copies of the *Notice and Acknowledgment of Receipt* (form FL-117) and a postage-paid return envelope addressed to me. **(Attach completed *Notice and Acknowledgment of Receipt* (form FL-117.)**
(Code Civ. Proc., § 415.30.)
- (2) to an address outside California (by registered or certified mail with return receipt requested). **(Attach signed return receipt or other evidence of actual delivery to the respondent.)** (Code Civ. Proc., §§ 415.40, 417.20.)
- d. **Other** (*specify code section*): _____
 Continued on Attachment 3d.

4. **Person who served papers**
 Name: Randy Jones
 Address: 4320 Spring Street
 Spring Valley, CA 91977

Telephone number: 619-579-1080

This person is

- a. exempt from registration under Business and Professions Code section 22350(b).
- b. not a registered California process server.
- c. a registered California process server: an employee or an independent contractor
- (1) Registration no.: _____
- (2) County: _____
- (3) **The fee** for service was (*specify*): \$ _____

5. **I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

-or-

6. **I am a California sheriff, marshal, or constable**, and I certify that the foregoing is true and correct.

Date: 10/31/21

Randy Jones _____

(NAME OF PERSON WHO SERVED PAPERS)

▶ _____

(SIGNATURE OF PERSON WHO SERVED PAPERS)

Example for a Parentage Case

FL-115

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Date: 10/31/21

Randy Jones _____

(NAME OF PERSON WHO SERVED PAPERS)

▶ _____

(SIGNATURE OF PERSON WHO SERVED PAPERS)