



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

City or County

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

\_\_\_\_\_  
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)**

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
- 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; (2) 18 years of age or older; (3) of suitable age and discretion in that the relationship to the defendant is \_\_\_\_\_ and that; (4) 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