JDF 1034	**Return of Service**

A. Court

☐ District ☐ Denver Juvenile

Colorado County: _____

Court Address: _____

B. Parties to the Case

Petitioner: _____

&

Respondent: _____

Clerk's Event Code: RTSV
This box is for court use only.

C. Case Details

Number: _____
Division: _____
Courtroom: _____

──────── **The Server fills out the rest of this form.** ────────

1.   My Information

I am:

    a)   18 years or older and not a party to the action. And:

☐ b)   A private process server. Or,

☐ c)   A (Deputy) Sheriff for _____ County.

2.   Documents Served

I served the Summons, Petition, Case Information Sheet, and if applicable: *(Check all that apply)*

☐ Case Management Order.   ☐ Notice of Initial Status Conference.

☐ Parenting Plan   ☐ Sworn Financial Statement.

☐ Other: *(please identify)* _____

3.   Where and When Served

I served the documents above on the Respondent in

County: _____ State: _____

On: *(date)* _____ at *(time)* _____

At the following location: _____

4. How Served

I delivered the documents by: *(check one)*

☐ By handing them to *(print name)* _____, a person
identified to me as the Respondent.

☐ By leaving them with *(print name)* _____ who is
designated to receive service for the Respondent because of the following relationship with
the Respondent: _____

☐ I attempted to serve the Respondent on *(number)* _____ occasions but have been unable to
locate the Respondent. Return to the Petitioner is made on *(date)* _____

☐ I attempted to leave them with the Respondent or someone I believed to be the Respondent.
I identified the documents I was trying to serve, but they refused service.

5. Service Fees

I charged the following fees:

Base Fee $ _____   Mileage $ _____

6. Verified Signature

I declare under penalty of perjury under the law of Colorado that the foregoing is true and correct.

Executed on the *(date)* _____ day of *(month)* _____ *(year)* _____
at City: *(or other location)* _____
and State: *(or country)* _____

Print Your Name: _____
Your Signature: _____
Lawyer Signature: *(If any)* _____