

8. How Served

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

a) To the Party

- By handing them to *(print name)* _____, a person identified to me as the Defendant or Respondent.
- By identifying and offering the documents to the Defendant/Respondent, but they refused service. I left the documents in a conspicuous place.

b) At Home

- By leaving them with *(print name)* _____, at the Defendant/Respondent's home *(usual abode)*, who is at least 18-years old and is the Defendant/Respondent's: *(enter family relationship)* _____

c) At Work

- By leaving them with *(print name)* _____, at the Defendant/Respondent's work *(usual workplace)*.

They are the Defendant/Respondent's: *(Check one)*

- Secretary. Admin Assistant. Bookkeeper. Managing Agent.

- By leaving them with *(print name)* _____ who as *(enter title)* _____ is authorized by appointment or law to receive service of process for the Defendant/Respondent.

d) Other

- As otherwise allowed by Colorado Rules of Civil Procedure (C.R.C.P.) Rules 4(g) or 304(c)-(e). *(Explain):* _____

e) Personal Service Not Made

I attempted to serve the Plaintiff/Respondent on *(number)* _____ occasions but have not been able to complete personal service.

I made efforts, such as: _____

If checked, return to the Plaintiff/Petitioner is made on *(date)* _____

[Eviction Cases Only] Because, I haven't been able to complete service, I posted a copy of the documents in a conspicuous at the rental property's address stated in the Complaint on *(date)* _____

The documents were also sent by first class mail on *(date)* _____

Note: Mailing date must be within one day of filing the complaint.

9. Service Fees

I am a:

Private process server. Sheriff for *(enter county)* _____

I charged the following fees:

Base Fee \$ _____ Mileage \$ _____

10. 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: _____