

JDF 98	Affidavit of Service		
<p>1. Court</p> <p><input type="checkbox"/> District <input type="checkbox"/> County <input type="checkbox"/> Probate <input type="checkbox"/> Juvenile</p> <p>Colorado County: _____</p> <p>Mailing Address: _____ _____</p>	<p><i>This box is for court use only.</i></p>		
<p>2. Parties to the Case</p> <p>Plaintiff / Petitioner: _____</p> <p>v. _____</p> <p>Defendant / Respondent: _____</p>			
<p>3. Filed by</p> <p>Name: _____</p> <p>Mailing Address: _____</p> <p>City: _____ St: _____ Zip: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p>4. Case Details</p> <p>Number: _____</p> <p>Division: _____</p> <p>Courtroom: _____</p>		

5. My Information

I am at least 18 years old and not a party to the action.

6. Documents Served

I served these documents: *(Check all that apply)*

- Petition/Complaint Summons Case Cover Sheet.
- Blank Answer form Blank Fee Waiver forms Demand for Compliance
- Notice to Terminate Tenancy Notice of No-Fault Eviction
- Protective Order / Citation
- Other Documents: *(please identify)*

7. Where and When Served

I served the documents above on *(name of party)*

In County: _____ State: _____

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

At the following location:

8. How Served

I delivered the documents: *(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 Defendant/Respondent on *(number)* occasions, on different dates, but have not been able to complete personal service.

Personal Service Attempt 1 *(enter date)*

Personal Service Attempt 2 *(enter different date)*

I made efforts such as:

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

Service by Posting [Eviction Cases Only]

C.R.S. §§ 13-40-108, 112

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

9. Service Fees

I am a:

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

I charged the following fees:

Base Fee \$ Mileage \$

No Fees Charged. Fees waived (Domestic Violence Protection Order).

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: