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| **JDF 98** | Affidavit of Service | |
| A. Court Type: (ex: County or District)  Colorado County:  Mailing Address: | | *This box is for court use only.* |
| B. Parties to the Case Plaintiff / Petitioner:  Vs.  Defendant / Respondent: | |
| C. Filed by Name:  Mailing Address:  City**,** State, & Zip:  Phone:  Email: | | D. Case Details Number:  Division:  Courtroom: |

## 1. My Information

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

## 2. Documents Served

I served these documents and any attachments:

*(Warning! Check only the documents that were actually served.)*

Petition/Complaint  Summons  Case Cover Sheet

Blank Answer Form  Blank Fee Waiver Forms  Subpoena

Protection or Restraining Order / Citation

Other Documents: *(please identify)*

## 3. Where and When Served

I served the documents above on: *(Name)*

In County:State:

On: *(date – mm/dd/yyyy)*At: *(time)*

At the following location:

## 4. How Served

I delivered the documents: *(check one)*

### a) To the Intended Recipient

By handing them to *(print name)*

a person identified to me as the documents’ intended recipient.

By identifying and offering the documents to the intended recipient, but they refused service. I left the documents in a conspicuous place.

### b) At Home

By leaving them with *(print name)*

at the intended recipient’s home *(usual abode)*, who is at least 18-years old and is the intended recipient’s: (enter family relationship)

### c) At Work

By leaving them with *(print name)*

at the intended recipient’s work *(usual workplace)*.

They are the intended recipient’s: *(Check one)*

Secretary  Admin Assistant  Bookkeeper  Managing Agent  Supervisor  Human Resources Representative

By leaving them with *(print name)*

who as *(enter title)*  is authorized by appointment or law to receive service of process for the intended recipient.

### 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 indented recipient 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 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)*

## 5. 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).

## 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: