
Name

Address

City, State, Zip

Phone

Email

In the District Justice Court of Utah

_____ Judicial District _____ County

Court Address _____

<p>_____ Plaintiff/Petitioner</p> <p>V.</p> <p>_____ Defendant/Respondent</p>	<p>Proof of Service under Utah Rule of Civil Procedure 4</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
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- (1) These documents were served by the method described below: (Choose all that apply.)
- Summons
 - Complaint or Petition
 - Amended Complaint or Petition
 - Notice of Divorce Education Requirements
 - Notice of URCP 26.1 Disclosure and Discovery Requirements in Domestic Relations Actions
 - Notice of URCP 26.3 Disclosure Requirements in Unlawful Detainer Actions
 - Parenting Plan
 - Order to Show Cause
 - Other: _____ (describe)
 - Other: _____ (describe)

Complete either (2) or (3) and (4).

Service by Mail (Service by mail requires a signed receipt. Attach the receipt.)

(2) I served the following person by sending a copy of the documents listed in Paragraph (1) by mail or commercial courier service to:

Name of Addressee

Address

City, State, Zip

I have attached a signed receipt proving delivery. It was signed by:

the addressee personally.

someone authorized by appointment or by law to receive service of process on behalf of the addressee.

Service by Third Person

(3) I am over the age of 18, and

- I am not a party or an attorney for a party to this action.
- I have not been convicted of a felony violation of a sex offense listed in Utah Code section 77-41-102(16).
- I am not a respondent in a protective order proceeding (See Utah Code section 78B-7-101 et seq.).

(4) On _____ (date), I went to

(address), and I delivered the documents listed in Paragraph (1) to

(name), who is (check only one):

the named defendant/respondent.

the named plaintiff/petitioner.

a person of suitable age and discretion residing at that address, which is the named party's residence. (Describe why you think the person lives at the named party's residence and why you think s/he is of suitable age and discretion.)

- an agent authorized by appointment or by law to receive service of process on behalf of the named party.

If you are serving a corporation, partnership, or an unincorporated association

- an officer, a managing agent, general agent.

OR

- an agent authorized by appointment or by law to receive service of process and by also mailing a copy of the complaint and summons to the named party.

If serving a city or town

- the city/town recorder.

If serving a county

- the county clerk.

If serving the state

- the attorney general, and to

(name of any other person or agency required by statute to be served) at

(address).

If serving a department or agency of the state

- a member of named party's governing board, executive employee or secretary.

Certificate of Service

I certify that I served a copy of this Proof of Service on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
(Other Party or Attorney)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
(Clerk of Court)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Sign here ► _____

Date _____
 Typed or Printed Name _____