

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**Check your email.** You will receive information and documents at this email address.

In the  District  Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

<p>_____ Plaintiff/Petitioner</p> <p>v.</p> <p>_____ Defendant/Respondent</p>	<p><b>Proof of Completed Service</b> (Utah Rule of Civil Procedure 4)</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
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1. The following documents were served by the method described below (Choose all that apply.):

- Summons (File or attach copy.)
- Complaint or Petition
- Amended Complaint or Petition
- Notice of Divorce Education Requirements
- Notice of Disclosure Requirements in Domestic Relations Cases
- Notice to Defendant of Disclosure Requirements in Unlawful Detainer Actions
- Domestic Relations Injunction
- Parenting Plan
- Other: \_\_\_\_\_ (describe)

Complete paragraph 2, or paragraphs 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 77-41-102(16)).
- I am not a respondent in a protective order proceeding (Utah Code 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 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 the person lives at the named party's residence and why they are of suitable age and discretion.)

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

If 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 the agent is one authorized by statute to receive process and the statute so requires.

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.

If the document was served in some other way

Other (Describe how the document was served.)

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**Person Completing Service**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at \_\_\_\_\_ (city, and state or country).

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_  
Printed Name \_\_\_\_\_

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_  
Printed Name \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and am serving a copy of this Proof of Completed Service on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> 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 <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 <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.)		

\_\_\_\_\_  
 Date

Signature ► \_\_\_\_\_  
 Printed Name \_\_\_\_\_