

JDF 98	Affidavit of Service	
A. Court Type: (ex: County or District) Colorado County: Mailing Address:		<i>This box is for court use only.</i>
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: