

JDF 1034	Return of Service	
A. District or Juvenile Court Colorado County: Mailing Address:		Clerk's Event Code: RTSV <i>This box is for court use only.</i>
B. Parties to the Case Petitioner: & Respondent:		
		C. Case Details Number: Division/Courtroom:

————— **The Process Server fills out the rest of this form.** —————

1. My Information

I am:

- a) 18 years or older and not a party to the action. And: *(check one)*
- ☐ b) A private process server. Or,
- ☐ c) A (Deputy) Sheriff for *(enter county)*

2. Documents Served

I served the Summons, Petition, and if applicable: *(Check all that apply)*

- ☐ Case Management Order ☐ Notice of Initial Status Conference
- ☐ Parenting Plan ☐ Sworn Financial Statement
- ☐ Other: *(please identify)*

3. Where and When Served

I served *(or attempted to serve)* the documents above on the Respondent in

County:

State:

On: *(date)*

at *(time)*

At the following location:

4. How Served

I delivered the documents by: *(check one)*

- ☐ By handing them to *(print name)*
a person identified to me as the Respondent.
- ☐ By leaving them with *(print name)*
who is designated to receive service for the Respondent because of the following relationship
with the Respondent:
- ☐ I attempted to serve the Respondent on *(number)*
occasions but have been unable to locate the Respondent. Return to the Petitioner is made
on *(date)*
- ☐ I attempted to leave them with the Respondent or someone I believed to be the Respondent.
I identified the documents I was trying to serve, but they refused service.

5. Service Fees

I charged the following fees:

Base Fee \$

Mileage \$

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: