



Judicial Council of California

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courts.ca.gov/policy-administration/invitations-comment

INVITATION TO COMMENT

SPR26-21

Title

Family Law: Rules and Forms to Implement
Assembly Bill 747 and Senate Bill 85

Action Requested

Review and submit comments by May 18,
2026, to invitations@jud.ca.gov

Proposed Rules, Forms, Standards, or Statutes

Amend Cal. Rules of Court, rule 5.72; adopt
form DV-205; approve forms DV-217 and
FL-116; revise forms DV-116, DV-117, DV-
205-INFO, FL-115, FL-980, FL-982, FL-
985, and SUR-115

Proposed Effective Date

January 1, 2027

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Proposed by

Family and Juvenile Law Advisory
Committee
Hon. Tari L. Cody, Cochair
Hon. Stephanie E. Hulsey, Cochair

Executive Summary and Origin

[Assembly Bill 747](#) (Stats. 2025, ch. 563) and [Senate Bill 85](#) (Stats. 2025, ch. 403) amend statutory requirements governing service of a summons in civil cases and the procedure for requesting and ordering alternative service. To implement AB 747 and SB 85, the Family and Juvenile Law Advisory Committee proposes amending one rule of court, adopting one mandatory form, approving two optional forms, and revising eight forms. The proposed new and revised forms would be used in Family Law and Domestic Violence Prevention Act¹ cases.

¹ Fam. Code, § 6200.

Background

Assembly Bill 747²

Effective January 1, 2027, Assembly Bill 747 makes numerous changes to the laws relating to service and proof of service of summons in civil actions.

Substituted service

Code of Civil Procedure section 415.20(b) governs substituted service on an individual, which is performed by leaving a copy of the summons and complaint with a competent member of the household or a person apparently in charge at the party's usual place of residence or usual place of business, and thereafter mailing a copy of the summons and complaint to the party at that address.³ Substituted service is allowed under section 415.20(b) if personal service cannot be effected "with reasonable diligence."

AB 747 adds language to section 415.20(b) to state that a party shows "reasonable diligence" by "attempting personal delivery of the summons and complaint, in good faith, on at least three occasions on three different days at three different times."

Additionally, AB 747 replaces the phrase "by first-class mail, postage prepaid" with "by United States Postal Service first-class mail, Priority Mail with tracking, or Certified Mail with return receipt requested, with postage prepaid" in section 415.20.

Proof of service of summons

Code of Civil Procedure section 417.10 specifies the required contents of proof of service of a summons within California. AB 747 adds several requirements to section 417.10(a) for a proof of service effected under sections 415.10 (personal service) and 415.20 (substituted service).⁴

Under AB 747, proof of service under these sections must include "one or more photographs of the site of each effected or attempted service of the summons and complaint," and each photograph must contain "a readable stamp that establishes and automatically records the date, time, and global positioning system (GPS) or equivalent coordinates of the effected or attempted service."⁵ If a GPS, mobile, or equivalent signal is not available when service is effected or attempted, the process server must provide "a detailed statement on or with the proof of service explaining the reason for the lack of a readable GPS or equivalent stamp on the photograph."⁶

² The code sections referenced in this section become effective January 1, 2027.

³ Code of Civil Procedure section 415.20(a) relates to substituted service on a business entity and is not relevant to this proposal.

⁴ Code of Civil Procedure section 417.10 is also applicable to unlawful detainer cases served pursuant to Code of Civil Procedure section 415.45, but that application is not relevant to this proposal.

⁵ Code Civ. Proc., § 417.10(a)(1)(A), as added by section 9 of Stats. 2025, ch. 563.

⁶ *Id.*, § 417.10(a)(1)(B).

The photographs must be taken “as closely as practicable to the time of effecting or attempting service.”⁷

For service at residential locations, at least one of the photographs must show the door of the residence, or the entrance to the building if the door is not reasonably accessible.⁸ For service at businesses, at least one of the photographs must show the door of the business, or if the door is not reasonably accessible, the entrance of the specific office or other place of business of the person being served.⁹

A photograph is not required if “in the reasonable judgment of the process server, taking a photograph would compromise the process server’s safety. In such circumstances, the process server shall document the effected or attempted service on the proof of service and provide a detailed statement explaining why taking a photograph would have compromised their safety.”¹⁰

Senate Bill 85

Under Code of Civil Procedure section 413.30, if there is no statute governing service of summons, the court may direct that the summons be served in a manner that is reasonably calculated to give actual notice to the party being served.¹¹

Senate Bill 85 amended Code of Civil Procedure section 413.30 to expressly state that it also applies when a plaintiff, despite exercising reasonable diligence, has been unable to effect service by any of the methods authorized by Code of Civil Procedure sections 413.10 through 417.40. The amendments specify that service under section 413.30 may be made by email or “other electronic technology.”¹² A plaintiff seeking to establish reasonable diligence under 413.30 must “set forth facts detailing all attempts to serve the defendant by each of the methods prescribed by statute, including facts demonstrating why each method was unsuccessful at every address or location where the defendant is likely to be found.”¹³

The Proposal

To implement AB 747 and SB 85, the Family and Juvenile Law Advisory Committee proposes amending one rule of court, adopting one mandatory form, approving two optional forms, and revising two mandatory forms and six optional forms.

⁷ *Id.*, § 417.10(a)(5).

⁸ *Id.*, § 417.10(a)(2)(A).

⁹ *Id.*, § 417.10(a)(2)(B).

¹⁰ *Id.*, § 417.10(a)(4).

¹¹ Code of Civ. Proc., § 413.30 (2025) (prior to 2026 amendment).

¹² Code of Civ. Proc., § 413.30(a)(1).

¹³ *Id.*, § 413.30(a)(2).

Implementation of AB 747

Revisions to Proof of Service of Summons (form FL-115) and Proof of Service of Summons (form SUR-115)

Proof of Service of Summons (form FL-115) is approved for use as proof of service of summons and petition forms in family law cases.¹⁴ *Proof of Service of Summons* (form SUR-115) is approved for use as proof of service of summons and petition forms in gestational carrier agreement cases.

The committee proposes revising both forms to add subsections to the personal and substituted service items for a server to indicate how they met the photograph requirements of AB 747. The revised forms would require that, in cases of personal or substituted service of a summons, the server attach a photograph taken at or near the time of service showing the location where service occurred. The photograph must include a readable automatic stamp reflecting the date, time, and GPS or equivalent coordinates, unless the server explains that a signal was unavailable. The forms would also require confirmation that the photograph depicts the door or entrance of the residence or business where service occurred, or an explanation if the door was inaccessible. A safety exception on the form permits omission of the photograph if taking one would have risked the server's safety, consistent with Code of Civil Procedure section 417.10(a)(4).

For substituted service, the revised forms further would require confirmation that personal service was attempted on at least three different days at three different times and that a declaration of diligence is completed. For cases in which the server is completing form FL-115, proposed new form *Declaration of Diligence for Substituted Service of Summons* (form FL-116) may be used for this purpose. The committee also proposes revising the language regarding mailing in substituted service cases on both forms to indicate that the papers were mailed by first-class mail, Priority Mail with tracking, or Certified Mail with return receipt requested. These revisions are intended to ensure the form reflects the different types of mailing permitted by law.

In addition to these changes to implement AB 747, the committee proposes changing the numbering on these forms so that each method of service is a separately numbered item (instead of a separately lettered subitem as on the current forms). This is intended to improve clarity and readability. In making this change, the committee also proposes listing mail and acknowledgment of receipt service separately from service by certified or registered mail to addresses outside of California.¹⁵

On form FL-115, the committee proposes changing the structure of item 1 to list items vertically and include standard instructions such as "check one" or "check any that apply."

¹⁴ Form FL-115 is used in family law matters other than gestational carrier agreement and governmental child support cases.

¹⁵ Code of Civ. Proc., §§ 415.30, 415.40.

On form SUR-115, the committee proposes changing the construction of the service items to allow for situations where different respondents are served by different methods (e.g., one respondent by personal service and another by substituted service).

The committee also proposes eliminating the section for a sheriff or marshal to attest to service on both forms to facilitate the use of these forms by servers other than a sheriff or marshal. The committee is aware that many sheriffs and marshals do not use these optional proof of service forms but instead use their own forms. Removing this section allows the committee to propose the attestation under penalty of perjury as a mandatory field instead of as a box that the declarant must check. This will make it easier for servers other than the sheriff or marshal to use this form. The committee is concerned that servers unfamiliar with the court process may not understand that they must check this box, leading to deficient proofs of service. Removing the sheriff or marshal attestation would not preclude a sheriff or marshal from using the form, as sheriffs or marshals may also sign under penalty of perjury (though they are not required to do so).¹⁶

Declaration of Diligence for Substituted Service of Summons (*form FL-116*)

The committee proposes optional form *Declaration of Diligence for Substituted Service of Summons* (form FL-116) to provide a template for the server to document “reasonable diligence” under Code of Civil Procedure section 415.20(b), showing at least three attempts at personal service on three different days and at three different times. The sections on the form solicit the information required to meet the new photograph and reasonable diligence requirements of AB 747.¹⁷

Implementation of SB 85

Amendments to rule 5.72

Rule 5.72 sets forth the procedures for alternative service of a summons in family law cases when a respondent’s address is unknown. The committee proposes expanding the rule to cover court-ordered alternative service under Code of Civil Procedure section 413.30. The committee proposes amending the rule to incorporate references to additional forms or court-ordered alternative service, consistent with Code of Civil Procedure section 413.30. The proposed amendments also reorganize the rule’s structure to clarify (1) the general request procedure for alternative service under sections 413.30 and 415.50, (2) the additional eligibility requirements specific to service by posting, and (3) the proof of service requirements applicable to publication and other alternative means. The rule would also be amended to eliminate language in subdivision (a) that specifies the required content of the request, because that content is prescribed by statute. The rule title and subdivision headings would be revised to reflect that alternative service may include publication, posting, or other court-ordered means authorized by statute.

¹⁶ Code of Civ. Proc., § 2015.3.

¹⁷ Code of Civ. Proc., § 417.10.

The committee also proposes amendments clarifying the proof of service procedures following alternative service and removing duplicative phrasing in subdivision headings. For example, the committee proposes moving information that is currently in subdivision (b)(2) of the rule regarding proof of service to a new subdivision entitled “Proof of service.” As discussed below, the committee also proposes changing the titles of the forms used to request and provide proof of alternative service (forms FL-980 and FL-982). The proposed rule includes references to these forms and uses their new titles.

Revisions to Application for Order for Publication or Posting (form FL-980)

Application for Order for Publication or Posting (form FL-980) may be used in family law cases to request service by publication or posting. As Code of Civil Procedure section 413.30 now expressly permits electronic forms of alternative service, the committee proposes revising form to include an item (4a) for petitioners to request alternative service by electronic means. In this item, the committee proposes listing examples of different types of electronic service (e.g., email, app or social media, text message) as checkbox options. The proposed item also includes a checkbox for the petitioner to request service by electronic notification as defined in Code of Civil Procedure section 1010.6(a)(1)(C). In a related proposal, the Civil and Small Claims Advisory Committee is proposing a new form, *Request for Alternative Service* (form CH-205/EA-205), which has a format for requesting electronic service that includes the statutory language of “email or other electronic technology” without providing examples as checkbox options or a checkbox option for electronic notification.¹⁸ The committee proposes including options for specific types of electronic service to make it easier for self-represented litigants to make a detailed request for alternative service, and to ensure that the court has enough information to rule on the request.

The committee is seeking specific comments on which format for requesting electronic service—that proposed on form FL-980 or that proposed on form CH-205/EA-205—would better serve courts, justice partners, and the public in family law cases.

Form FL-980 also includes items to list the respondent’s home address, work address, and other addresses where the respondent is likely to be found. The form would be revised to require the petitioner to explain how they know of the connection between those addresses and the respondent.¹⁹ The form would then describe the different types of service authorized by the Code of Civil Procedure (personal service, substituted service, and notice and acknowledgment of receipt) and instruct the petitioner to select the types attempted and explain why the attempts were unsuccessful at the addresses they listed for the respondent. This implements new language in Code of Civil Procedure section 413.30 requiring the plaintiff to demonstrate why service by

¹⁸ See related proposal entitled *Civil Practice and Procedure: Rules and Forms to Implement Changes in Law Regarding Civil Summons*. These proposals are anticipated to circulate for comment concurrently. Proposals circulating for comment will be available at: courts.ca.gov/policy-administration/invitations-comment.

¹⁹ See *Yu v. Pozniak-Rice* (2025) 112 Cal.App.5th 1135, 1145.

other statutory methods “unsuccessful at every address or location where the defendant is likely to be found.”

The committee also proposes changing the title of the form to *Request to Serve Summons in a Different Way* removing references to specific methods of service such as publication or posting.

In addition to the changes required to implement SB 85, the committee proposes changing the format of the form from standard to plain-language format. Plain-language format has a larger font, more white space, and a more intuitive caption. The committee believes that this will make the form more accessible for self-represented litigants.

Further, the committee proposes adding a checkbox option for petitioners in cases brought to free a child from parental custody and control to request to serve a citation by alternative means.²⁰

Revisions to Order for Publication or Posting (form FL-982)

Currently, *Order for Publication or Posting* (form FL-982) may be used in a family law case for the court to order service by publication or posting. For the same reasons described above regarding form FL-980, the committee proposes changing the title of the form to *Order on Request to Serve Summons in a Different Way*. Like form FL-980, form FL-982 would also be revised to be in plain-language format. With proposed revisions, form FL-982 would provide clear instructions for the judicial officer to indicate whether the request for alternative service is granted, denied, or set for hearing, and to specify reasons for denial, if any.

The form would also specify the papers to be served and include checkbox options for the judicial officer to order methods of service corresponding to the approved alternative service methods requested on form FL-980 (electronic, publication, posting). These orders include detailed instructions for executing the service and complying with statutory requirements.

Revisions to Proof of Service by Posting (form FL-985)

The committee proposes revising form FL-985 so that it may also be used to prove service by electronic means, if authorized by the court. Consistent with the proposed revisions to forms FL-980 and FL-982, the committee proposes changing the title of the form to *Proof of Service of Summons in a Different Way* and changing the form from standard to plain-language format to improve clarity and user comprehension.

The form would contain items for the server to indicate (1) which papers they served; (2) how, when, and where they served the papers, (3) evidence supporting service, and (4) their name, contact, and other information. These changes are intended to provide clear guidance to declarants on documenting service in a way that satisfies both traditional and electronic alternative service methods, while ensuring the form aligns with forms FL-980 and FL-982.

²⁰ Fam. Code, §§ 7800, 7881, 7882.

Adoption of Request to Serve Papers in a Different Way (form DV-205)

The committee proposes adopting a mandatory form, *Request to Serve Papers in a Different Way* (form DV-205), for use in Domestic Violence Prevention Act (DVPA) cases for a protected person to request alternative service under Family Code section 6340(a)(2).

The construction of the proposed form is similar to that proposed for form FL-980. The form would include items for the protected party to select which documents they are requesting to serve by alternative means. As required by Family Code section 6340(a)(2), it would also include an item for the protected person to explain why they believe the restrained party is avoiding service and to describe their efforts to have the restrained party personally served.

The proposed form provides method-specific descriptions of substituted service, electronic service, publication, and courthouse posting, including required factual support for known residence and workplace addresses and any electronic service address. The form also allows a protected person to request authorization for electronic notification as defined in Code of Civil Procedure section 1010.6. These additions are intended to guide self-represented litigants in providing sufficient factual detail for the court to determine whether alternative service is warranted under Family Code section 6340(a)(2). However, as described above, the committee is seeking specific comment on whether this item on the form should instead follow the format of item 4(a)(2) on proposed form CH-205/EA-205 in the related proposal *Civil Practice and Procedure: Rules and Forms to Implement Changes in Law Regarding Civil Summons*.

The committee proposes that this form be mandatory because all request forms in the DV series are mandatory.

Revisions to mandatory forms Order on Request to Continue Hearing (form DV-116) and Order Granting Alternative Service (form DV-117)

Form DV-116 was adopted by the council for courts to continue a scheduled hearing date on a petition for relief brought under the DVPA. Form DV-117 was adopted as an attachment to form DV-116 for courts to order alternative service under Family Code section 6340(a)(2).

The committee proposes revising form DV-117 to be a standalone form, as litigants may wish to request alternative service without rescheduling their hearing date. The committee determined that separating the form to a standalone order instead of an attachment improves procedural clarity and allows litigants to request alternative service without simultaneously requesting a continuance. To match the simplified language proposed for forms DV-205 and FL-980, the committee also proposes changing the title of form DV-117 to *Order on Request to Serve Papers in a Different Way*.

The construction proposed for form DV-117 is similar to that proposed for form FL-980. The form would include an item for the court to indicate whether the request is granted, denied, or set for hearing and the reason for a complete or partial denial, if any.

The form would also include items for the court to specify its orders regarding alternative service. The alternative service orders listed on form DV-117 would correspond to the alternative service methods requested on proposed form DV-205.

The form would provide detailed directives regarding substituted service, service by publication, posting, and service by electronic mail or other electronic technology, including optional authorization for electronic notification as defined in Code of Civil Procedure section 1010.6. The form would also specify mailing requirements if a physical address becomes known during publication or posting. This instruction regarding mailing is intended to provide clear guidance to self-represented litigants and to ensure compliance with statutory requirements governing alternative service.

As form DV-117 would no longer be an attachment, proposed revised form DV-116 would refer to form DV-117 as a separate order that may be issued in the case instead of as an attachment. No substantive changes to service requirements are proposed in form DV-116; references to service “as ordered by form DV-117” remain to ensure consistency when alternative service is separately ordered.

Revisions to What if the Person I Want Protection From Is Avoiding (Evading) Service? (form DV-205-INFO)

Proposed revisions to this form include referencing proposed new form DV-205, updating the title of form DV-117, and making other minor changes to improve organization and clarity.

Proposed Form for Proof of Service of Papers in a Different Way (form DV-217)

As proposed, optional form *Proof of Service in a Different Way* (form DV-217) would be used by servers to attest to service by alternative means in DVPA cases. The proposed form requires the server to specify the exact method of alternative service that they performed including substituted service, electronic service (including electronic notification), publication, or posting. The server must provide, as applicable, detailed information regarding the address used, the identity of any person who received substituted service, mailing method and date, electronic sender and recipient addresses, and the dates of posting.

Alternatives Considered

The committee did not consider taking no action because changes to the rule and forms regarding civil service of a summons in family law and DVPA cases are required to conform to the changes to the law made by AB 747 and SB 85.

On forms FL-115 and SUR-115, the committee considered including a single section addressing the photograph requirements applicable to both personal and substituted service. However, the committee decided that including the photograph requirements under each type of service would be clearer for self-represented litigants and would reflect the slight differences in the requirement, as personal service may occur at a location other than a residence or business. The committee also considered not including a proposed declaration of diligence form but decided that such a form would assist self-represented litigants in family law cases now that the

requirements for substituted service are more complex. The committee further considered proposing form FL-116 as an attachment to form FL-115 but decided to propose it as a standalone form so that it would contain its own signature line to capture situations in which different servers attempt and effect service and so that the form would appear as a separate entry on the register of actions.

The committee also considered proposing form DV-205 as an attachment to *Request to Continue Hearing* (form DV-115) but decided to propose it as a standalone form so that parties could request alternative service without seeking to reschedule their hearing date. The committee further considered instructing litigants to use the family law proof of service form for alternative service in DVPA cases but decided to propose a separate proof of service form because the committee believes that doing so will better ensure that service is properly entered into the California Law Enforcement Telecommunications System.²¹

Fiscal and Operational Impacts

Courts would incur costs to train court employees, reprint hard copies of the forms, and update case management systems, including updates to incorporate the new forms for submitting a declaration of diligence in cases of substituted service, requesting alternative service in DVPA cases, and submitting proof of alternative service in DVPA cases. However, courts and litigants will benefit from having updated forms that reflect the new legal requirements.

²¹ Fam. Code, § 6380(b)(7).

Request for Specific Comments

In addition to comments on the proposal as a whole, the advisory committee is interested in comments on the following:

- Does the proposal appropriately address the stated purpose?
- The committee proposes removing the sheriff attestation on forms FL-115, FL-116, and SUR-115 as sheriffs' offices typically use their own proof of service forms. Would doing so have any unintended consequences?
- The committee proposes a format for requesting alternative service by electronic means in proposed item 4a of form FL-980 and proposed item 5b of form DV-205. In related proposal *Civil Practice and Procedure: Rules and Forms to Implement Changes in Law Regarding Civil Summons*, the Civil and Small Claims Advisory Committee proposes a different format for requesting alternative service by electronic means in proposed item 4(a)(2) of form CH-205/EA-205. Which format would better serve courts, justice partners, and the public in family law and domestic violence prevention act cases?

The advisory committee also seeks comments from *courts* on the following cost and implementation matters:

- Would the proposal provide cost savings? If so, please quantify.
- What would the implementation requirements be for courts—for example, training staff (please identify position and expected hours of training), revising processes and procedures (please describe), changing docket codes in case management systems, or modifying case management systems?
- Would two months from Judicial Council approval of this proposal until its effective date provide sufficient time for implementation?
- How well would this proposal work in courts of different sizes?

Attachments and Links

1. Cal. Rules of Court, rule 5.72, at pages 12-13
2. Forms DV-116, DV-117, DV-205, DV-205-INFO, DV-217, FL-115, FL-116, FL-980, FL-982, FL-985, and SUR-115, at pages 14–51
3. Link A: Assem. Bill 747 (Stats. 2025, ch. 563),
[leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202520260AB747](https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=202520260AB747)
4. Link B: Sen. Bill 85 (Stats. 2025, ch. 403),
[leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202520260SB85](https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=202520260SB85)

Rule 5.72 of the California Rules of Court would be amended effective January 1, 2027, to read:

1 Title 5. Family and Juvenile Rules

2
3 Division 1. Family Rules

4
5 Chapter 4. Starting and Responding to a Family Law Case; Service of Papers

6
7 Article 4. Manner of Service

8
9
10 Rule 5.72. Court order for service by publication or ~~posting when respondent's~~
11 ~~address is unknown~~ other alternative means

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13 If the respondent cannot be found to be served a summons by any method described in
14 Code of Civil Procedure sections 415.10 through 415.40, the petitioner may request an
15 order for service of the summons by publication or ~~posting~~ other alternative means under
16 Code of Civil Procedure sections 415.50 and 413.30, respectively.

17
18 (a) ~~Service~~ Request for service of summons by publication or posting other
19 alternative means; forms

20
21 To request service of summons by publication or ~~posting~~ other alternative means,
22 the petitioner ~~must~~ may complete and submit to the court ~~*Application for Order for*~~
23 ~~*Publication or Posting Request to Serve Summons in a Different Way*~~ (form FL-
24 980) and ~~*Order for Publication or Posting on Request to Serve Summons in a*~~
25 ~~*Different Way*~~ (form FL-982). Alternatively, petitioner may complete and submit to
26 the court pleadings containing the same information as forms FL-980 and FL-982.
27 ~~The petitioner must list all the reasonable diligent efforts that have been made to~~
28 ~~find and serve the respondent.~~

29
30 (b) ~~Service~~ Additional requirements for service of summons by posting; additional
31 requirements

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33 Service of summons by posting may be ordered only if the court finds that the
34 petitioner is eligible for a waiver of court fees and costs.

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36 (1) ~~To request~~ qualify for service by posting, the petitioner must have ~~obtained~~
37 an order waiving court fees and costs. If the petitioner's financial situation has
38 improved since ~~obtaining the approved order on court fee waiver~~ the fee waiver
39 was granted, the petitioner must file a *Notice to Court of Improved Financial*
40 *Situation or Settlement* (form FW-010). If the court finds that the petitioner no
41 longer qualifies for a fee waiver, the court may order service by publication of the
42 documents.

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~~(2) *Proof of Service by Posting* (form FL-985) (or a pleading containing the same information as form FL-985) must be completed by the person who posted the documents and then filed with the court once posting is completed.~~

(c) Proof of service

- (1) In cases of service by publication, the petitioner must file proof in compliance with Code of Civil Procedure section 417.10(b). For the proof of service by mail, if any, *Proof of Service by Mail* (form FL-335) or a pleading containing the same information as form FL-335 may be used.
- (2) In cases of service by alternative means other than by publication, the petitioner must file proof of service with the court after service is complete. *Proof of Service of Summons in a Different Way* (form FL-985) or a pleading containing the same information as form FL-985 may be used.

DV-116

Order on Request to Continue Court Hearing

Clerk stamps date here when form is filed.

(Complete ① and ② only. The court will complete the rest of this form.)

① **Protected Party:** _____

② **Restrained Party:** _____

③ **Next Court Date**

- a. The request to reschedule the court date is **denied**.
Your court date is: _____
 (1) Any *Temporary Restraining Order* (form [DV-110](#)) already granted stays in full force and effect until the next court date.
 (2) Your court date is not rescheduled because:

- b. The request to reschedule the court date is **granted**. The new court date is listed below. See ④–⑨ for more information.

Hearing Date → Date: _____ Time: _____ Name and address of court, if different from above:
 Dept.: _____ Room: _____

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:

④ **Option to Attend Court Hearing By Phone or Videoconference**

You may attend your court date remotely, such as by phone or videoconference. For more information, go to the court’s website for the county listed above. To find the court’s website go to: courts.ca.gov/find.

⑤ **Temporary Restraining Order**

- a. **There is no Temporary Restraining Order (TRO) in this case until the next court date** because:
 (1) A TRO was not previously granted by the court.
 (2) The court terminates (cancels) the previously granted TRO because:

- b. **A Temporary Restraining Order (TRO) is in full force and effect** because:
 (1) The court extends the TRO previously granted on (*date*): _____
 It now expires on (*date*): _____. (If no expiration date is listed, the TRO expires at the end of the court date listed in ③ b).
 (2) The court changes the TRO previously granted and signs a new TRO (form DV-110).
 c. Other (*specify*): _____

Warning and Notice to the Restrained Party:
 If ⑤ b is checked, a domestic violence restraining order has been issued against you. You must follow the orders until they expire.

This is a Court Order.



6 Reason Court Date Is Rescheduled

- a. [] There is good cause to reschedule the court date (check one):
(1) [] The protected party has not served the restrained party.
(2) [] Other (explain):

- b. [] This is the first time that the restrained party has asked for more time to prepare.
c. [] The court reschedules the court date on its own motion.

7 Serving (Giving) Order to Other Party

The request to reschedule was made by the:

a. [] Protected party

- (1) [] You do not have to serve the restrained party because they or their lawyer were at the court date or agreed to reschedule the court date.
(2) [] You must have the restrained party personally served with a copy of this order and a copy of all documents listed on form DV-109, item 6 by (date):
(3) [] You must have the restrained party served with a copy of this order. This can be done by mail. You must serve by (date):
(4) [] The court gives you permission to serve the restrained party as ordered on form DV-117.
(5) [] Other:

b. [] Restrained party

- (1) [] You do not have to serve the protected party because they or their lawyer were at the court date or agreed to reschedule the court date.
(2) [] You must have the protected party personally served with a copy of this order by (date):
(3) [] You must have the protected party served with a copy of this order. This can be done by mail. You must serve by (date):
(4) [] Other:

c. [] Court

- (1) [] Further notice is not required.
(2) [] The court will mail a copy of this order to all parties by (date):
(3) [] Other:

This is a Court Order.



Case Number:

8 No Fee to Serve

The sheriff or marshal will serve this order for **free**.
Bring a copy of all the papers that need to be served to the sheriff or marshal.

9 Other Orders

10 Attached pages (All of the attached pages are part of this order.)

a. Number of pages attached to this three-page form: _____

b. Attachments include forms (check all that apply):

DV-110 DV-820 Other: _____

Judge's Signature

Date: _____

Judge or Judicial Officer



Request for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to courts.ca.gov/forms for *Disability Accommodation Request* (form [MC-410](#)). (Civil Code section 54.8.)

Instructions to Clerk

If the hearing is rescheduled and the court extended, modified, or terminated a temporary restraining order, then the court must enter this order into CLETS or send this order to law enforcement to enter into CLETS. This must be done within one business day from the day the order is made.

—Clerk's Certificate—

Clerk's Certificate

[seal]

I certify that this *Order on Request to Continue Court Hearing (Temporary Restraining Order) (CLETS-TRO)* (form DV-116) is a true and correct copy of the original on file in the court.

Date: _____ Clerk, by: _____, Deputy

This is a Court Order.

DV-117

**Order on Request to Serve Papers
in a Different Way**

Clerk stamps date here when form is filed.

(For more information on serving your court papers in a different way, read form DV-205-INFO, What if the Person I Want Protection From is Avoiding (Evading) Service?)

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

1 Protected Party

2 Restrained Party

3 After Reviewing Your Request, the Court Makes the Following Orders

a. Your request is **granted**. The court finds the protected party made diligent efforts to have the restrained party personally served but has been unsuccessful **because** there is reason to believe the restrained party is avoiding (evading) service.

b. The court needs more information and will decide your request at the hearing already scheduled for:

Date: _____

c. Your request is **denied** for the following reasons (check all that apply):

(1) You have not proved that you tried enough times to have the restrained party served.

(2) You have not proved that the restrained party is avoiding (evading) service.

(3) Other reason or additional explanation:

This is a Court Order



Case Number:

4 Papers to Serve

(Check all that apply):

- a. This order
- b. Form DV-210
- c. Form DV-116
- d. All the documents indicated on form DV-109, item 6
- e. Other: _____

Check here if there is not enough space to list all forms. Continue listing forms on an attached sheet of paper, and write "Attachment 4" at the top.

5 How and When to Serve Papers

(Check all that apply):

Substituted Service *(check all that apply):*

a. (1) Location

(a) Home or mailing address: You must have your server (1) leave a copy of all the papers listed in 4 at the restrained party's home or usual mailing address with a competent adult who lives there, and (2) mail a copy to the restrained party to the same address.

(b) Workplace: You must have your server (1) leave a copy of all the papers listed in 4 at the restrained party's workplace with someone who seems to be in charge, and (2) mail a copy of all the papers listed in 4 to the restrained party at the same workplace.

(2) Your server must tell the person served that the papers are legal documents for the restrained person.

(3) You must have the restrained party served by (date): _____

b. **Electronic mail or other electronic technology** *(check all that apply):*

(1) You must have your server send the papers listed in 4 to the restrained party in the following way:

(a) Email

(b) App or online platform (name): _____

(c) Text message

(d) Other (explain): _____

(2) Service must be made at the following electronic address or addresses (examples: email address, phone number associated with app, social media account handle, or username.): _____

This is a Court Order



Case Number:

5 b. (3) Your server may serve the papers by electronic notification. (To serve the papers by electronic notification to the restrained party, the server sends a message (using the method checked in (1) and at the address written in (2)) that lists the titles of the papers in 4 and includes a link where the restrained party can view and download the papers.)

(4) You must have the restrained party served by (date): _____

c. Publish summons in a newspaper

(1) You must have form DV-210 published at least once a week for 4 weeks in a row with this newspaper:

(2) If you find a current address for the restrained party while form DV-210 is published in the newspaper, you must have someone mail all the papers listed in 4 to that address.

d. Post summons at the courthouse

(1) You must have your server post form DV-210 for 28 days in a row at the courthouse located at (address):

(2) You must have your server mail a copy of the papers listed in 4 to the restrained party's last known address:

(3) If you find a current address for the restrained party while form DV-210 is posted, you must have your server mail all the papers listed in 4 to that address.

e. Other: _____

Check here if there is not enough space for your answer. Continue your answer on an attached sheet of paper, and write "Attachment 5e" at the top.

6 Attached Pages

Attached pages are orders. Number of pages attached: _____

Judge's Signature

Date: _____

Judge or Judicial Officer



Request for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to courts.ca.gov/forms for Disability Accommodation Request (form MC-410). (Civ. Code, § 54.8.)

This is a Court Order

DV-205

Request to Serve Papers in a Different Way

Clerk stamps date here when form is filed.

Use this form if:

- You have tried to have the restrained person served personally with your court papers in this case;
- You believe the restrained person is avoiding (evading) service; and
- You want to ask the court to let you serve your court papers in a different way.

Fill in court name and street address:

Superior Court of California, County of

Case Number:

1 Protected Person

a. Your name:

b. Address where you can receive court papers

(This information will be used by the court and the other party to send you official court dates, orders, and papers. You may use another address like a post office box, a Safe at Home address, or another person's address, if you have their permission and can get your mail regularly. If you have a lawyer, give their information.)

Address: _____

City: _____ State: _____ Zip: _____

c. Your contact information (optional)

(The court may use this information to contact you. You can leave it blank or provide a phone number or email address that you are okay with the restrained person knowing. If you have a lawyer, give their information.)

Telephone: _____ Fax: _____

Email Address: _____

d. Your lawyer's information (if you have one)

Name: _____ State Bar No.: _____

Firm Name: _____

2 Restrained Person

Name: _____

3 Papers to Serve

(Check all that apply)

- a. Form DV-210 (Summons (Domestic Violence Restraining Order))
- b. Form DV-109 (Notice of Court Hearing); form DV-100 (Request for Domestic Violence Restraining Order); form DV-110 (Temporary Restraining Order) (if granted), a blank copy of form DV-120 (Response to Request for Domestic Violence Restraining Order), and any attachments.



Case Number:

3 c. Other (list form names and numbers or titles of documents):

Horizontal lines for listing other forms or documents.

4 The Restrained Person Is Avoiding (Evading) Service

Explain why you believe the restrained person is avoiding being served with your papers and describe your efforts to have them personally served with your papers:

Horizontal lines for explaining why the restrained person is avoiding service.

5 How Would You Like to Have Your Papers Served?

I am asking to have the restrained person served using (check at least one type of service that you think is reasonable, given what you know about the restrained person's location):

a. Substituted Service: The server will leave a copy of the papers listed in 3 at the restrained person's home with a competent adult who lives there or at the restrained person's workplace with a person who appears to be in charge, and mail a copy of those papers to the restrained person at the same address.

(1) Where do you think the restrained person lives and why? (List all addresses and explain why the restrained person is or might be at each address. If you do not know any addresses for the restrained person, explain what you did to find their address.)

Horizontal lines for listing addresses and explaining why the restrained person is there.



Case Number:

- 5 a. (2) Where do you think the restrained person works, or might work, and why? *(List all addresses and explain how you know that the restrained person works or might work at each address. If you do not know any work addresses for the restrained person, explain what you did to find their work address or, if they do not have a work address, how you know that.)*

Check here if there is not enough space for your answer. Continue your answer on an attached sheet of paper, and write "Attachment 5a(2)" at the top.

- b. **Electronic Mail or Other Electronic Technology:** The server will send the papers to the restrained person in the following way:

(1) Type of service method *(check all that apply):*

- (a) Email
- (b) App or online platform *(name):* _____
- (c) Text message
- (d) Other *(explain):* _____

(2) By electronic notification. *(Check here to request an order that allows your server to serve the restrained person by sending a message (using any method checked in (1) and sent to the electronic service address written in (3)) that lists the titles of the papers being served and includes a link to where the restrained person can view and download those papers.)*

(3) Electronic service address *(examples: email address, phone number associated with app, social media account handle, or username):*

(4) Explain how you know that the electronic service address above belongs to the restrained person.

Check here if there is not enough space for your answer. Continue your answer on an attached sheet of paper, and write "Attachment 5b(4)" at the top.

Case Number: _____

- 5 c. **By publication:** You will have form DV-210 (*Summons*) published at least once a week for 4 weeks in a row in a newspaper of general circulation. If you find a current address for the restrained person while form DV-210 is published in the newspaper, your server must mail the papers listed in 4 to that address.

Name of newspaper you want to publish in: _____

- d. **Post papers at the courthouse:** Your server will post form DV-210 for 28 days in a row at the courthouse and will mail a copy of your papers to the restrained person's last known address. This option is only available if the court has already granted you a fee waiver in this case or you turn in a completed form FW-001 (*Request to Waive Court Fees*) with this form.

- e. Other (*explain*):

Check here if there is not enough space for your answer. Continue your answer on an attached sheet of paper, and write "Attachment 5e" at the top.

6 **Additional Pages**

If you used additional pages or forms, enter the number of pages attached to this form: _____ .

7 **Your Signature**

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print your name



Sign your name

**What if the Person I Want Protection From
is Avoiding (Evading) Service?****Why do I have to serve the
restrained person?**

Before a judge can grant a domestic violence restraining order (that can last up to five years), the person you want a restraining order against must know about your request and have a chance to go to court to explain their side. In most cases, the judge will require that you have someone personally deliver the papers to the person you want restrained. This is called personal service. See form [DV-200-INFO](#) for more information.

**What if I already have a domestic
violence restraining order?**

If a judge granted you a domestic violence restraining order on form [DV-130](#), follow the orders for service on form DV-130. It is important to follow the orders for service because this is how the restrained person will find out about the restraining orders. Once you file proof that the restrained person was served, law enforcement and the court will have proof that the restrained person knows about the orders. If you have questions about what the judge ordered in your case, go to page 3 for [information about](#) where to get legal help.

**What if I can't personally serve the
restrained person?**

When you cannot personally serve the restrained person with a copy of form [DV-100](#), [DV-300](#), or [DV-700](#) and related papers, a judge may allow you to serve the restraining order papers [a different way](#). This is called alternative service. The judge could order you to have your server give the restrained person your court papers in more than one way. [For a judge to let you serve your papers in a different way](#), you must show at least two things. _____

1 You have tried many times (usually 3 or more times) to have someone personally serve the restrained person.

Some examples of ways you can try to have the restrained person personally served:

- ▶ Serve the restrained person at home, at their workplace, or somewhere they go [often](#).
- ▶ Search online for where they may be located.
- ▶ Check with their family and friends.



Make sure any attempts to find the restrained person are done safely.

If you have an address for the restrained person, you can ask the sheriff or marshal to serve your papers, and they will do it for free.

**2 You believe the restrained person is
avoiding (evading) personal service.**

Be ready to explain why you think the restrained person is avoiding service. If you have people who will help you prove this to a judge, bring them to your court hearing or have them write a statement that describes what they witnessed. Form [MC-030](#) may be used for this purpose.

**Alternative service may involve
more people in addition to the
restrained person accessing your
papers.**

[People with access to your papers](#) can see your name, the fact that you want a restraining order against the other party, and possibly your statements regarding the abuse. You may want to talk to a [domestic violence](#) advocate about your safety and privacy concerns before you consider this request [to serve papers a different way](#). [Page 3 has information about where to get help with safety tips](#).



Examples of different ways to serve papers

Below are some examples of what a judge can order if the judge allows you to serve your papers in a different way.

1



Leave a copy and mail a copy to the restrained person's home, mailing address, or workplace

If you have the restrained person's home, mailing (not a PO box), or workplace address, this type of service requires your server to follow these steps:

- 1 Give the papers to someone 18 years or older who lives at the restrained person's home or mailing address, or who appears to be in charge at the restrained person's workplace;
- 2 Get the name of the adult who was given the papers, and tell the adult that the papers are for a request for a restraining order against the restrained person; and
- 3 Mail the papers to the restrained person's home, mailing, or workplace address.

This type of service is called "substituted service."

2



Send by email or electronically

If you have the restrained person's email address you can ask to send the papers (PDF copies or pictures of the papers) by email. You can also ask to serve papers electronically in other ways including by text message, messaging app, or social media. If the judge grants your request to serve electronically you must have someone else (an adult not included in the restraining order) send the papers electronically.

3



Publish in a newspaper

You would have to pay a newspaper to run a copy of form [DV-210](#) at least once a week for at least four weeks in a row. You can request to publish form DV-210 in a specific newspaper. The judge would approve a newspaper the restrained person would be most likely to read.

4



Post in courthouse

To serve by posting, you must qualify for a fee waiver. This means that form [DV-210](#) would be posted at the courthouse for at least 28 days. To ask for a fee waiver, complete form [FW-001](#) and file it with the court. You do not have to request a fee waiver to serve by posting if the court has already granted you one in your case.



How do I request to serve my papers in a different way?

Before your hearing, complete form [DV-205](#) to explain all your efforts to have the restrained person personally served and why you believe they are avoiding being served with your papers. If the judge needs more information, the judge may ask you to attend a hearing to explain your request.

You can also make the request to serve your papers in a different way at your scheduled hearing date.

What if the court grants my request to serve my papers in a different way?

First, you must find a server for all service methods except publication. A server can be anyone who is at least 18 years old and is not listed as a protected person on your restraining order. Next, have your server follow the court's orders on form [DV-117](#). When service is complete, have your server complete form [DV-217](#). File the completed form DV-217 with the court.

If you are ordered to serve by publishing in a newspaper, make sure you get a signed statement from the newspaper that includes a copy of what was published in the newspaper and the dates it was published. This statement is usually called "Proof of Publication." After you receive this statement, file that document with the court.

Where can I find legal help?

Free legal information is available in every county at a court self-help center. Staff can provide you with your legal options but will not tell you what you should do in your case and will not provide you with legal representation. To find your local self-help center, go to selfhelp.courts.ca.gov/find.

Where can I find other help?

For safety tips or other help, call the [National Domestic Violence Hotline](#) at 1-800-799-7233.

DV-217

Proof of Service in a Different Way

Clerk stamps date here when form is filed.

(To the server: Complete and sign this form, and give it to the person in ①.)

① Name of Person Asking for Service

② Name of Person Being Served

③ Requirements for Server

I am:

- At least 18 years of age, and
- Not a party or listed as a protected person on form DV-100 (*Request for Domestic Violence Restraining Order*).

Fill in court name and street address:

Superior Court of California, County of

Court clerk fills in case number when form is filed.

Case Number:

④ Papers Served

I gave the following documents to the person in ②:

- a. Form DV-210 (*Summons (Domestic Violence Restraining Order)*)
- b. Form DV-109 (*Notice of Court Hearing*) with form DV-100 (*Request for Domestic Violence Restraining Order*) (including all attachments) and a blank form DV-120 (*Response to Request for Domestic Violence Restraining Order*)
- c. Form DV-110 (*Temporary Restraining Order*) (including all attachments)
- d. Form DV-116 (*Order on Request to Continue Hearing*)
- e. Form DV-117 (*Order on Request to Serve Papers in a Different Way*)
- f. Other (*list form names and numbers or titles of documents*):



Case Number:

How I Served the Court Papers

(See form DV-117 for the type of service ordered by the court. Once you have served the person in ② by the type of service ordered by the court, complete ⑤–⑦, as applies.)

⑤ **Substituted Service**

a. I left the papers in ④ with or in the presence of:

Name: _____ on (date): _____ at (time): _____ a.m. p.m.

Address: _____

City: _____ State: _____ Zip: _____

I told them that the papers were legal documents for the restrained person.

b. The address listed above is the person in ②'s (check one):

Business. The person I left the papers with appeared to be in charge.

Home or mailing. The person I left the papers with is a competent adult who lives at the address.

c. Required mailing (Complete this section only if you also mailed the papers in ④.)

I mailed the papers in ④ to the address listed above as follows:

Type of Mailing:

USPS first-class mail

Priority mail with tracking

Certified mail with return receipt requested

on (date): _____ at (time): _____ a.m. p.m.

⑥ **Electronic**

a. I served the person in ② by sending them the papers in ④ as follows:

Type of electronic service:

(1) Email

(2) App or online platform (name): _____

(3) Text message

(4) Other (explain): _____



Case Number:

- 6 b. I sent the papers from (your electronic service address (examples: email address, phone number associated with app, social media account handle or username)):

- c. I sent the papers to (the person in 2's electronic service address (examples: email address, phone number associated with app, social media account handle or username)):

- d. I sent the papers in 4 by electronic notification. (Check here if you sent the person in 2 a message that listed the titles of the papers in 4 and included a link for them to view and download the papers.)
- e. I sent the papers on (date): _____ at (time): _____ a.m. p.m.
 Check here if you served by additional electronic methods. Attach a piece of paper and include the information in this item for each method of service. You may use form [MC-025](#).

7 Posting

I served the person in 2 by posting form DV-210.

- a. At (address of courthouse): _____
- b. From (start date): _____ to (end date): _____ (Must be posted for at least 28 days.)
- c. I also mailed the papers in 4 to the last known address of the person in 2 at (address): _____
on (date mailed): _____

8 My Information and Signature

Name: _____ Telephone: _____
 Address: _____
 City _____ State _____ Zip: _____

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print server's name

Server to sign here

PARTY WITHOUT ATTORNEY or ATTORNEY STATE BAR NUMBER: NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER: RESPONDENT:	
PROOF OF SERVICE OF SUMMONS	CASE NUMBER:

1. At the time of service I was at least 18 years of age and not a party to this action.
 - a. I served the respondent with copies of *(check one)*:
 - (1) Family Law: Form [FL-100](#) (*Petition—Marriage/Domestic Partnership*), form [FL-110](#) (*Summons*), and blank form [FL-120](#) (*Response—Marriage/Domestic Partnership*)
 - (2) Uniform Parentage: Form [FL-200](#) (*Petition to Determine Parental Relationship*), form [FL-210](#) (*Summons*), and blank form [FL-220](#) (*Response to Petition to Determine Parental Relationship*)
 - (3) Custody and Support: Form [FL-260](#) (*Petition for Custody and Support of Minor Children*), form [FL-210](#) (*Summons*), and blank form [FL-270](#) (*Response to Petition for Custody and Support of Minor Children*)
 - b. Additional papers *(check any that apply)*:
 - (1) Form [FL-105](#) (*Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)*) and a blank copy of the form.
 - (2) Form [FL-140](#) (*Declaration of Disclosure*) and a blank copy of the form.
 - (3) Form [FL-142](#) (*Schedule of Assets and Debts*) and a blank copy of the form.
 - (4) Form [FL-150](#) (*Income and Expense Declaration*) and a blank copy of the form.
 - (5) Form [FL-155](#) (*Financial Statement (Simplified)*) and a blank copy of the form.
 - (6) Form [FL-160](#) (*Property Declaration*) and a blank copy of the form.
 - (7) Form [FL-300](#) (*Request for Order*), and blank form [FL-320](#) (*Responsive Declaration to Request for Order*)
 - (8) Other *(list form or document)*:

2. Address where I served the respondent:



PETITIONER: RESPONDENT:	CASE NUMBER:
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(Complete item 3, 4, 5, 6 or 7)

3. Personal service

a. I personally delivered the papers to the respondent (Code Civ. Proc., § 415.10)

on (date): _____ at (time): _____

b. Picture requirements for personal service (Code Civ. Proc., § 417.10(a))

(Check (1) or (2)):

(1) I am attaching a picture of where I served the papers, which I took as close as was practical to the time I served the papers.

(a) Stamp requirements for picture. (Check one):

The picture has a readable stamp that shows the (1) date, (2) time, and (3) global positioning system (GPS) or equivalent coordinates of when and where the picture was taken. The information in the stamp was automatically recorded when the picture was taken.

The picture does **not** have a stamp with GPS or equivalent coordinates because I did not have a signal (explain why you did not have a signal):

(b) Door requirements for picture. Was the respondent served at a home or business?(Check one):

No.

Yes and the picture shows the door of the home or business.

Yes and the picture shows the entrance of the home or business because the door was not accessible (explain why the door was not accessible):

(2) I am **not** attaching a picture because taking a picture would have risked my (the server's) safety (explain):



PETITIONER: RESPONDENT:	CASE NUMBER:
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4. **Substituted service**

(To qualify for substituted service, personal delivery must have been attempted on at least three different days at three different times.)

a. I left the papers listed in item 1 with or in the presence of:

(name): _____ *on (date):* _____ *at (time):* _____

and at the address listed in item 2. I told them that the papers were legal documents for the respondent.

b. The address listed in item 2 is the respondent's *(check one)*:

Business. The person listed above appeared to be in charge.

Home or mailing address. The person listed in item 4a is a competent adult who lives at the address listed in item 2.

c. Required mailing *(For service to be complete, mailing must take place.)*

(1) I mailed a copy of all the forms listed in item 1 to the respondent at the address listed in item 2. The mailing was by prepaid (1) first class mail, (2) priority mail with tracking, or (3) certified mail with return receipt requested.

(2) Date of mailing:

d. Picture requirements for substituted service. (Code Civ. Proc., § 417.10(a)) *(Check (1) or (2))*:

(1) I am attaching a picture of where I served the papers, which I took as close as was practical to the time I served the papers. *(Complete (A) and (B))*:

(a) Stamp requirements for picture. *(Check one)*:

The picture has a stamp that shows the (1) date, (2) time, and (3) global positioning system (GPS) or equivalent coordinates of when and where the picture was taken. The information in the stamp was automatically recorded when the picture was taken.

The picture does **not** have a stamp with GPS or equivalent coordinates because I did not have a signal *(explain why you did not have a signal)*:

(b) Door requirements for picture. *(Check one)*:

The picture shows the door of the home or business.

The picture shows the entrance of the home or business because the door was not accessible *(explain why the door was not accessible)*:

(2) I am not attaching a picture because taking a picture would have risked my (the server's) safety *(explain)*:

e. Declaration of due diligence

(The person who tried to personally serve the respondent must complete and sign form FL-116 (Declaration of Diligence for Substituted Service of Summons) or a document with the same information.)



PETITIONER: RESPONDENT:	CASE NUMBER:
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5. **Mailing with notice and acknowledgment of receipt** *(this method of service can be used for addresses inside of California or outside of California)* (Code Civ. Proc. § 415.30)

- a. I mailed the papers listed in item 1 to the respondent at the address in item 2, by first-class prepaid mail, on
(date): _____ from *(city):* _____
- b. With two copies of the form [FL-117](#) (*Notice and Acknowledgment of Receipt*) and a postage-paid return envelope addressed to me. *(You must attach a form FL-117 (Notice and Acknowledgment of Receipt) signed by the respondent.)*

6. **Mailing to an address outside of California** (Code Civ. Proc., §§ 415.40, 417.20)

I mailed the papers listed in item 1 to the respondent at the address in item 2, by registered or certified mail with return receipt requested. *(You must attach a signed return receipt or other evidence of actual delivery to the respondent.)*

7. **Other type of service**

(Specify code section):
 Continued on Attachment 7.

8. **Person who served papers**

- a. Name:
- b. Address:
- c. Telephone number:
- d. I am *(check one)*:
 - (1) Exempt from registration under Business and Professions Code section 22350(b).
 - (2) Not a registered California process server.
 - (3) A registered California process server
 - (a) **Owner** **Employee** **Independent contractor**
 - (b) Registration number:
 - (c) County:
 - (d) Fee for service was *(amount):* \$

9. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

 Name of Person Who Served Papers

▶

 Signature of Person Who Served Papers

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: EMAIL ADDRESS: ATTORNEY FOR (name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER: RESPONDENT:	
Declaration of Diligence for Substituted Service of Summons (Family Law)	CASE NUMBER:

Use this form if you were (1) unable to personally serve the summons and petition in this case on the respondent and (2) you tried on at least three different days at three different times.

Who should complete this form? The person who tried to serve the respondent in this case. The person must be someone at least 18 years old who is not a party in this case.

For more information, see selfhelp.courts.ca.gov/family-law-substituted-service.

1. Person who tried to serve papers

- a. I am at least 18 years old and am not a party to this case.
- b. Name:
- c. Address:
- d. Telephone number:
- e. I am (*check one*):
 - (1) Exempt from registration under Business and Professions Code section 22350(b).
 - (2) Not a registered California process server.
 - (3) A registered California process server
 - (a) Owner Employee Independent contractor
 - (b) Registration number:
 - (c) County:
 - (d) Fee for service was (*give amount*): \$

2. Attempts to serve. I tried in good faith to personally deliver the summons and petition in this case to the respondent on at least three different days at three different times. I tried to serve:

- a. on (*date*): _____ at (*time*): _____ and at (*address*): _____
- b. on (*date*): _____ at (*time*): _____ and at (*address*): _____
- c. on (*date*): _____ at (*time*): _____ and at (*address*): _____
- d. on additional dates and times, as listed below (*write the date, time, and address of each additional attempt*).



PLAINTIFF: DEFENDANT:	CASE NUMBER:
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3. **Picture requirements.** *(For each attempt to serve you listed above, you must meet the picture requirements described here.)*

a. First attempt. For the attempt I listed in item 2a. *(Check (1) or (2)):*

(1) I am attaching a picture of where I tried to serve the summons and petition, which I took as close as was practical to the time I tried to serve the summons and petition.

(a) Stamp requirements for picture. *(Check one):*

The picture has a readable stamp that shows the (1) date, (2) time, and (3) global positioning system (GPS) or equivalent coordinates of when and where the picture was taken. The information in the stamp was automatically recorded when the picture was taken.

The picture does **not** have a stamp with GPS or equivalent coordinates because I did not have a signal *(explain why you did not have a signal):*

(b) Door requirements for picture. Did you try to serve at a home or business? *(Check one):*

No.

Yes and the picture shows the door of the home or business.

Yes and the picture shows the entrance of the home or business because the door was not accessible *(explain why the door was not accessible):*

(2) I am **not** attaching a picture because taking a picture would have risked my (the server's) safety *(explain):*

b. Second attempt. For the attempt I listed in item 2b. *(Check one):*

(1) I am attaching a picture of where I tried to serve the summons and petition, which I took as close as was practical to the time I tried to serve the summons and petition.

(a) Stamp requirements for picture. *(Check one):*

The picture has a readable stamp that shows the (1) date, (2) time, and (3) global positioning system (GPS) or equivalent coordinates of when and where the picture was taken. The information in the stamp was automatically recorded when the picture was taken.

The picture does **not** have a stamp with GPS or equivalent coordinates because I did not have a signal *(explain why you did not have a signal):*

(b) Door requirements for picture. Did you try to serve at a home or business? *(Check one):*

No.

Yes and the picture shows the door of the home or business.

Yes and the picture shows the entrance of the home or business because the door was not accessible. *(explain why the door was not accessible):*

(2) I am **not** attaching a picture because taking a picture would have risked my (the server's) safety *(explain):*



PLAINTIFF: DEFENDANT:	CASE NUMBER:
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3. c. Third attempt. For the attempt I listed in item 2c. *(Check (1) or (2)):*
- (1) I am attaching a picture of where I tried to serve the summons and petition, which I took as close as was practical to the time I tried to serve the summons and petition.
 - (a) Stamp requirements for picture. *(Check one):*
 - The picture has a readable stamp that shows the (1) date, (2) time, and (3) global positioning system (GPS) or equivalent coordinates of when and where the picture was taken. The information in the stamp was automatically recorded when the picture was taken.
 - The picture does **not** have a stamp with GPS or equivalent coordinates because I did not have a signal *(explain why you did not have a signal):*
 - (b) Door requirements for picture. Did you try to serve at a home or business? *(Check one):*
 - No.
 - Yes and the picture shows the door of the home or business.
 - Yes and the picture shows the entrance of the home or business because the door was not accessible *(explain why the door was not accessible):*
 - (2) I am **not** attaching a picture because taking a picture would have risked my (the server's) safety *(explain):*

d. Additional attempts. *(Check here if you made more than three attempts. Attach a piece of paper and write "Attachment 3d, Picture requirements—additional attempts" at the top. For each attempt you listed in item 2d, provide the same information about the picture requirements for items 3a, 3b, and 3c. You may use form MC-025.)*

4. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

Name of Person Who Tried to Serve Papers

 _____
Signature of Person Who Tried to Serve Papers

FL-980

Request to Serve Summons in a Different Way

Clerk stamps date here when form is filed.

Use this form if:

- You have tried to serve the other party with the summons in this case but have not been able to; and
- You want to ask for permission to serve the summons electronically, by publication in a newspaper, or by posting at a courthouse.

You may also use this form if you have tried to serve a citation for freedom from parental custody and control (terminate parental rights) and have been unable to. For more information, go to [self-help webpage to be created].

Fill in court name and street address:

Superior Court of California, County of

Case Number:

1 Person Asking to Serve Summons

a. Your name:

Your Lawyer (if you have one for this case)

Name: _____ State Bar No.: _____

Firm Name: _____

b. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead.)

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email Address: _____

2 Person to Be Served

Other party's name:

3 Papers to Serve

What papers are you asking for permission to have served on the person in (2) in a different way? (Check all that apply):

- a. Form [FL-110](#) (Summons (Family Law))
- b. Form [FL-210](#) (Summons (Uniform Parentage—Petition for Custody and Support))
- c. Form [SUR-110](#) (Summons (Gestational Carrier Agreement))
- d. Form [FL-600](#) (Summons and Complaint or Supplemental Complaint Regarding Parental Obligations (Governmental))



Case Number:

3 e. Citation for freedom from parental custody and control (Fam. Code, § 7800 et. seq.)

f. Other (List form names and numbers or titles of documents):

Check here if there is not enough space for your answer. Continue your answer on an attached sheet of paper, and write "Attachment 3f—Additional papers to serve" at the top.

4 Type of Service

(Serving the person in 2 means legally notifying them of this case. For more information about service requirements, see selfhelp.courts.ca.gov/court-basics/service. You must choose at least one type of service that you think is likely to cause the person in 2 to see and receive the papers in 3.)

How are you asking to have the person in 2 served? (Check all that apply):

a. Electronically. Someone (an adult who is not you) would send the papers electronically.

(1) Type of service (Check all that apply):

(a) Email

(b) App or online platform (name): _____

(c) Text message

(d) Other (explain):

(2) By electronic notification (Check here to request an order that allows your server to send the person in 2 a message (using the method checked in (1) and at the address written in (3)) that lists the titles of the documents in 3 and includes a link where the person in 2 can view and download them.)

(3) Electronic service address (examples: email address, phone number associated with app, social media account handle or username.):

(4) Explain how you know that the electronic service address above belongs to the person in 2.

Check here if there is not enough space for your answer. Continue your answer on an attached sheet of paper, and write "Attachment 4a(4)—Electronic service address explanation" at the top.



Case Number:

- 4 b. **By publication:** You ask for an order to serve the person in 2 by publishing the summons or citation in 3 in a newspaper of general circulation. Name of newspaper you want to publish in:

- c. **By posting:** You ask for an order to serve the person in 2 by posting the summons or citation in 3 at a courthouse. This option is only available if the court has already granted you a fee waiver in this case or you turn in a completed form FW-001 (*Request to Waive Court Fees*) with this form.

Name and address of the courthouse where you think the person in 2 is most likely to see the papers in 3, if they are posted:

5 **Where the Person in 2 Lives, Works, or Might Be Found**

You must try hard to find the person in 2. This means that if you do not know their address you have to search for it (*examples: asking people you both know, looking online, hiring someone like a process server or private investigator to try to find them, etc.*).

- a. Where do you think the person in 2 lives, or might live, and why? (*List all addresses and explain why the respondent is or might be at each address. If you do not know any addresses for the respondent, explain what you did to find their address.*)

- b. Where do you think the person in 2 works, or might work, and why? (*List all addresses and explain how you know that the respondent works or might work at each address. If you do not know any work addresses for the respondent, explain what you did to find their work address or, if they do not have a work address, how you know that.*)



Case Number:

- 5 c. Other than their home or workplace, where do you think someone might find the person in 2? (List all addresses and explain why the respondent is or might be at each address. If you do not know of any place where the respondent may be found, explain what you did to find the respondent.)

Check here if there is not enough space for your answer. Continue your answer on an attached sheet of paper, and write "Attachment 5—Information about where the other party might be found" at the top.

6 **Your Efforts to Serve the Person in 2**

a. You have tried to serve the person in 2 by the following methods (Check all that apply):

- (1) Personal service (personal service means that someone at least 18 years old (not you) tried to give the papers in 3 to the person in 2. For more information about personal service, see selfhelp.courts.ca.gov/court-basics/service.)
- (2) Substituted service (substituted service means that your server leaves the papers with an adult who lives at the home or is in charge at a workplace (like a manager). Then, your server mails a copy of the papers to the home of the person in 2. For more information on substituted service, see selfhelp.courts.ca.gov/family-law-substituted-service.)
- (3) Notice and Acknowledgment of Receipt (Service by notice and acknowledgment of receipt means that your server mailed the papers in 3 to the person in 2 and also sent them form FL-117 (Notice and Acknowledgment of Receipt), to send back with their signature confirming that they received the papers. Once the person in 2 signs that form, service is complete and you can file your proof with the court. For more information, see selfhelp.courts.ca.gov/divorce/start-divorce/serve-notice-acknowledgement-receipt.)

(4) Other (explain):



Case Number:

7 Attach Documents to Support Your Request

Instructions for attaching documents

- Black out sensitive information (*example: Social Security number*).
- Make a copy of the evidence for your own records. The court will keep any evidence you include with your request and you may not get it back.
- Attach your evidence to this form.

8 Additional Pages

If you used additional pages or forms, enter the number of pages attached to this form: _____.

9 Your Signature

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print your name



Sign your name

FL-982

**Order on Request to Serve
Summons in a Different Way**

Clerk stamps date here when form is filed.

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

1 Person Asking to Serve Summons

Name:

2 Person to Be Served

Name:

(The person making this request must complete 1 and 2. The court will complete the rest of this form.)

3 After Reviewing Your Request, the Court Makes the Following Orders

- a. Your request is **granted**. The court finds that the person in 1 has exercised reasonable diligence but has been unable to serve the person in 2 by any other method described in the Code of Civil Procedure. The person in 1 has demonstrated why service was unsuccessful at every address or location where the person in 2 is likely to be found.
- b. The court needs more information and is scheduling a hearing on your request:

**Hearing
Date** →

Date: _____ Time: _____
Dept.: _____ Room: _____

Name and address of court if different from above:

- c. Your request is **denied** for the following reasons *(check all that apply)*:

(1) You have not proved that you have tried hard enough to find out where the person in 2 is.

(2) Other reason or additional explanation:

Continued on Attachment 3c(2).

This is a Court Order



Case Number:

4 Papers to Serve (check all that apply)

- a. Form FL-110 (Summons (Family Law))
b. Form FL-210 (Summons (Uniform Parentage—Petition for Custody and Support))
c. Form SUR-110 (Summons (Gestational Carrier Agreement))
d. Form FL-600 (Summons and Complaint or Supplemental Complaint Regarding Parental Obligations (Governmental))
e. Citation for freedom from parental custody and control (Fam. Code, § 7800 et. seq.)
f. Other:

Continued on Attachment 4(f).

5 How to Serve the Papers in 4 (check all that apply)

a. Electronic mail or other electronic technology

An adult (not you) must serve the papers in 4 on the person in 2 electronically.

(1) Service must be by (check all that apply):

- (a) Email
(b) App or online platform (name):
(c) Text message
(d) Other (explain):

(2) Service must be at the following electronic address or addresses (examples: email address, phone number associated with app, social media):

(3) Your server may send the papers by electronic notification. (This means the server can send the person in 2 a message (using the method checked in (1) and at the address written in (2)) that lists the titles of the papers in 4 and includes a link where the person in 2 can view and download them.)

b. Publish in a newspaper

- (1) You must have the summons or citation in 4 published at least once a week for 4 weeks in a row with the newspaper listed here:
(2) If you know the person in 2's address, or if you find an address for the person in 2 while the summons or citation is published in the newspaper, you must have someone else mail the papers listed in 4 to that address.

This is a Court Order



Case Number:

5 b. (3) Service by publication is complete at the end of the 28th day of publication in the newspaper. For cases involving a summons, if the respondent has not filed a response, otherwise generally appeared in the case, or filed a request for order to quash the proceeding, the petitioner may file a form FL-165 (Request to Enter Default) starting on the 59th day after the first day of publication.

c. Post papers at the courthouse

- (1) You must have your server post the summons or citation in 4 for 28 days in a row at the courthouse located at (address): _____
- (2) You must have your server mail a copy of the papers listed in 4 to the person in 2's last known address: _____
- (3) If you find a current address for the person in 2 while the summons is being posted, you must have your server mail the papers listed in 4 to that address.
- (4) Service by posting is complete at the end of the 28th day of posting. For cases involving a summons, if the respondent has not filed a response, otherwise generally appeared in the case, or filed a request for order to quash the proceeding, the petitioner may file a form FL-165 (Request to Enter Default) starting on the 59th day after the first day of posting.

d. Other:

6 Other Orders

7 Attached Pages

Attached pages are orders. Number of pages attached: _____

Judge's Signature

Date: _____

Judge or Judicial Officer



Request for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to courts.ca.gov/forms for form [MC-410](#) (Disability Accommodation Request). (Civ. Code, § 54.8.)

This is a Court Order

FL-985

Proof of Service of Summons in a Different Way

Clerk stamps date here when form is filed.

Use this form if the court granted your request to serve the summons in this case in a different way. Have your server complete this form after they follow the court's order to serve the other party in your case. For more information on this process, go to [self-help webpage to be created]

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

1 Person Asking to Serve Summons

Name:

2 Person to Be Served

Name:

3 Requirements for Server

I am:

- 18 years of age or older; and
- Not the person in ① or another party to the case.

4 Papers Served

I served copies of the following papers on the person in ②:

- a. Form FL-110 (*Summons (Family Law)*)
- b. Form FL-210 (*Summons (Uniform Parentage—Petition for Custody and Support)*)
- c. Form SUR-110 (*Summons (Gestational Carrier Agreement)*)
- d. Form FL-600 (*Summons and Complaint or Supplemental Complaint Regarding Parental Obligations (Governmental)*)
- e. Citation for freedom from parental custody and control (Fam. Code, § 7800 et. seq.)
- f. Other (*list form names and numbers or titles of documents*):

Check here if there is not enough space for your answer. Continue your answer on an attached sheet of paper, and write "Attachment 4f—Additional papers I served" at the top.



Case Number: _____

5 Type of Service

a. **Electronic.** I served the person in ② by sending them the papers in ④ as follows:

(1) Type of electronic service:

(a) Email

(b) App or online platform (name): _____

(c) Text message

(d) Other (explain): _____

(2) I sent the papers from (your electronic service address (examples, email address, phone number associated with app, social media account handle or username)):

(3) I sent the papers to (the person in ②'s electronic service address (e.g., email address, phone number associated with app, social media account handle or username)):

(4) I sent the papers on (date): _____ at (time): _____ a.m. p.m.

(5) I sent the papers in ④ by electronic notification. (Check here if you sent the person in ② a message that listed the titles of the papers in ④ and included a link for them to view and download the papers.)

I served by additional electronic methods. (Attach a piece of paper and include the information in this item for each method of electronic service. You may use form [MC-025](#).)

b. **Posting.** I served the person in ② by posting the summons or citation in ④ as follows:

(1) At (address of courthouse): _____

(2) From (start date): _____ to (end date): _____ (Must be posted for at least 28 days.)

(3) I also mailed the papers in ④ to the person in ②'s last known address:

on (date): _____

6 Server's Information and Signature

Name: _____ Telephone: _____

Address: _____

(If you are a registered process server):

County of registration: _____ Registration number: _____

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print server's name

Server to sign here

PETITIONER: RESPONDENT:	CASE NUMBER:
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4. Respondents served

I served the papers listed in item 2 on:

- a. Name:
- b. Name:
- c. Name:

(For each respondent served, this proof of service must indicate the method of service (items 5-9) and provide the relevant service information.)

5. **Personal service** (Code Civ. Proc., § 415.10)

a. I personally delivered the papers to *(respondent's name):* _____ on *(date):* _____
 at *(time):* _____ and at *(address):* _____

b. Picture requirements for personal service (Code Civ. Proc., § 417.10b)

(Check (1) or (2)):

(1) I am attaching a picture of where I served the papers on the person in item 5a, which I took as close as was practical to the time I served the papers.

(a) Stamp requirements for picture. *(Check one):*

- The picture has a readable stamp that shows the (1) date, (2) time, and (3) global positioning system (GPS) or equivalent coordinates of when and where the picture was taken. The information in the stamp was automatically recorded when the picture was taken.
- The picture does **not** have a stamp with GPS or equivalent coordinates because I did not have a signal *(explain why you did not have a signal):*

(b) Door requirements for picture. Was the respondent served at a home or business?*(Check one):*

- No.
- Yes and the picture shows the door of the home or business.
- Yes and the picture shows the entrance of the home or business because the door was not accessible *(explain why the door was not accessible):*

(2) I am **not** attaching a picture because taking a picture would have risked my (the server's) safety *(explain):*

Additional respondents were served by personal service. *(Check here if you served more than one respondent by personal service. Attach a declaration that has the information in item 5 for each additional respondent you personally served.)*



PETITIONER: RESPONDENT:	CASE NUMBER:
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6. **Substituted service.**

- a. I served: *(respondent's name)*: _____ by substituted service.
- b. I left the papers listed in items 2 and 3 with or in the presence of *(name)*:
 on *(date)*: _____ at *(time)*: _____ and at *(address)*: _____
- c. The address listed in item 6b is the person in item 6a's *(check one)*:
- Business. The person listed in item 6b appeared to be in charge.
- Home or mailing address. The person listed in item 6b is a competent adult who lives at the address listed in item 6b.
- d. Required mailing *(For service to be complete, mailing must take place.)*
- (1) I mailed a copy of all the documents listed in items 2 and 3 to the person in item 6a at the address listed in item 6b. The mailing was by prepaid (1) first class mail, (2) priority mail with tracking, or (3) certified mail with return receipt requested.
- (2) Date of mailing: _____
- e. A declaration of diligence is attached, or filed at the same time as this form. (Code Civ. Proc., § 417.10) *(A declaration of diligence is a statement by your server that details each attempt to personally serve a respondent. Before you can use substituted service, they must try to personally serve the respondent and meet the picture requirements for each attempt.)*
- f. Picture requirements for substituted service (Code Civ. Proc., § 417.10b)
(Check (1) or (2)):
- (1) I am attaching a picture of where I served the papers, which I took as close as was practical to the time I served the papers.
- (a) Stamp requirements for picture. *(Check one):*
- The picture has a readable stamp that shows the (1) date, (2) time, and (3) global positioning system (GPS) or equivalent coordinates of when and where the picture was taken. The information in the stamp was automatically recorded when the picture was taken.
- The picture does **not** have a stamp with GPS or equivalent coordinates because I did not have a signal *(explain why you did not have a signal):* _____
- (b) Door requirements for picture. *(Check one):*
- The picture shows the door of the home or business.
- The picture shows the entrance of the home or business because the door was not accessible *(explain why the door was not accessible):* _____
- (2) I am **not** attaching a picture because taking a picture would have risked my (the server's) safety *(explain):* _____

- Additional respondents were served by substituted service.** *(Check here if you served more than one respondent by substituted service. Attach a declaration that has the information in item 6 for each additional respondent you served.)*



PETITIONER: RESPONDENT:	CASE NUMBER:
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7. **Mailing with notice and acknowledgment of receipt** (this method of service can be used for addresses inside of California or outside of California) (Code Civ. Proc., § 415.30)

a. I mailed the papers listed in items 2 and 3 to:

(Respondent's name):

At: (address):

On: (date): from (city, state):

b. With two copies of the form FL-117 (Notice and Acknowledgment of Receipt) and a postage-paid return envelope addressed to me. (You must attach a form FL-117 (Notice and Acknowledgment of Receipt) signed by the respondent in item 7a.)

Additional respondents were served by mail with notice and acknowledgment of receipt (Check here if you served more than one respondent by mail to an address in California. Attach a declaration that has the information in item 7 for each additional respondent you served.)

8 **Mailing to an address outside of California** (Code Civ. Proc., §§ 415.40, 417.20.)

a. I mailed the papers listed in items 2 and 3 to:

(Respondent's name):

At: (address):

On: (date): from (city, state):

b. I mailed the papers listed in items 2 and 3 by registered or certified mail with return receipt requested. (You must attach a signed return receipt or other evidence of actual delivery to the respondent.)

Additional respondents were served by mail to an address outside of California. (Check here if you served more than one respondent by mail to an address outside of California. Attach a declaration that has the information in item 8 for each additional respondent you served.)

9. **Other** (specify code section):

Continued on attachment 9.

10. Person who served papers

a. Name:

b. Address:

c. Telephone number:

d. I am (check one):

(1) Exempt from registration under Business and Professions Code section 22350(b).

(2) Not a registered California process server.

(3) A registered California process server

(a) Owner Employee Independent contractor

(b) Registration number:

(c) County:

(d) Fee for service was (amount): \$

11. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

Name of Person Who Served Papers

Signature of Person Who Served Papers