

ATTORNEY OR PARTY WITHOUT ATTORNEY: JAMES W. RENO, ESQ. (SBN 23004) HUNGUDUNGA HUNGUDUNGA HUNGUDUNGA & McCORMACK 122 Main Street, Ste. 3400 San Francisco, CA 94105 TELEPHONE NO.: 415/555-1000 FAX NO (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): Plaintiff JANET RENO	FOR COURT USE ONLY <div style="text-align: center; font-size: 1.2em; font-weight: bold;">Personal Service Corporation</div>
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO STREET ADDRESS: 400 County Center MAILING ADDRESS: CITY AND ZIP CODE: Redwood City, CA 94063 BRANCH NAME:	
PLAINTIFF/PETITIONER: JANET RENO DEFENDANT/RESPONDENT: JOE SMITH, et al.	
PROOF OF SERVICE OF SUMMONS	Case Number: <div style="text-align: center;">12345</div>
	Ref. No. or File No.

(Separate Proof of service is required for each party served.)

1. At the time of service I was at least 18 years of age and not a party to the action.
2. I served copies of:
 - a. ☒ summons
 - b. ☒ complaint
 - c. ☐ Alternative Dispute Resolution (ADR) Package
 - d. ☐ Civil Case Cover Sheet (served in complex cases only)
 - e. ☐ cross-complaint
 - f. ☐ other (specify documents):
3.
 - a. Party served: (specify name of party as shown on documents served):
SMYTHE WEB DESIGNERS, INC., a California corp.
 - b. Person served: ☐ party in 3a ☒ other (specify name and relationship to the party named in 3a):
JOHN SMYTHE, President
4. Address where party was served: 321 Main Street, San Francisco, CA
5. I served the party
 - a. ☒ by personal service. I personally delivered the documents listed in item 2 to the party or person authorized to receive service of process for the party 1) on (date): July 2, 2004 2) at (time) 2:32 PM
 - b. ☐ by substituted service. On _____ at _____ I left the documents listed in item 2 with or in the presence of: (name and relationship to person indicated in 3a):
 - (1) (business) a person at least 18 years of age apparently in charge at the office or usual place of business of the person to be served. I informed him or her of the general nature of the papers.
 - (2) (home) a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the party. I informed him or her of the general nature of the papers.
 - (3) (physical address unknown) a person at least 18 years of age apparently in charge at the usual mailing address of the person to be served, other than a United States Postal Service post office box. I informed him or her of the general nature of the papers.
 - (4) I thereafter mailed (by first-class mail, postage prepaid) copies of the documents to the person to be served at the place where the documents were left (Code Civ. Proc. 415.20). I mailed the documents on (date): _____ from (city): _____ or a declaration of mailing is attached.
 - (5) I attach a declaration of diligence stating actions taken first to attempt personal service.

Comment [TK1]: Item 3a states the name of the defendant exactly as named in the complaint. Item 3b states the name and title of the "Person Served", meaning a person authorized to accept service for the defendant.

Comment [TK2]: Item 3b indicates that the defendant was served by delivery to a person authorized to accept personal service.

Comment [TK3]: "Other" indicates that service was made on a person other than the defendant.

Comment [TK4]: Specify the name and title of the person authorized to accept personal service for the defendant.

Comment [TK5]: Item 4 states the address where the Person Served maintains an office and where the papers were served.

Comment [TK6]: Item 4a states the date and time when the papers were personally served on the defendant on a person authorized to accept personal service.

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- c. by mail and acknowledgement of receipt of service. I mailed the documents listed in item 2 to the party, to the address shown in item 4, by first-class mail, postage prepaid,
 (1) on (date): (2) from (city):
 (3) with two copies of the *Notice and Acknowledgement of Receipt* (form 982(a)(4)) and a postage-paid return envelope addressed to me. (*Attach completed Notice and Acknowledgement of Receipt (form 982(a)(4)).*) Code Civ. Proc. 415.30.)
 (4) to an address outside California with return receipt requested. (Code Civ. Proc. 415.40.)
 d. by other means: (*specify means of service and authorizing code section*):

Additional page describing service is attached.

6. The "Notice to the Person Served" (on the Summons) was completed as follows:

- a. as an individual defendant.
 b. as the person sued under the fictitious name of (*specify*):
 c. as occupant
 d. ☒ On behalf of (*specify*): SMYTHE WEB DESIGNERS, INC., a California corp.
 under the following Code of Civil Procedure section:
☒ 416.10 (corporation) 415.95 (business organization, form unknown)
 416.20 (defunct corporation) 416.60 (minor)
 416.30 (joint stock corporation) 416.70 (ward or conservatee)
 416.40 (association or partnership) 416.90 (authorized person)
 416.50 (public entity) 415.46 (occupant)
 other:

Comment [TK7]: 6d states the defendant's name exactly as stated in the complaint and item 3a above.

Comment [TK8]: Item 6d box indicates the code section in which the party was served.

7. Person who served papers

- a. Name: John Smith
 b. Address: Attorney Service of San Francisco
 4104 - 24th Street, #393
 San Francisco, CA 94114
 c. Telephone: 415/495-4221
 d. The fee for service was \$ 45.00
 e. I am

Comment [TK9]: Name of individual server, working as an independent contractor of a process serving agency.

- (1) ☐ not a registered process server.
 (2) ☐ exempt from registration under Business and Professions Code section 22350(b).
 (3) ☒ a registered California process server:
 i. ☒ owner ☐ employee ☒ independent contractor.
 ii. ☒ Registration Number: 21/3003
 iii. ☒ County: San Francisco/Los Angeles

Comment [TK10]: Check this box if the process serving agency is involved in the service, or "will provide service for a fee".

Comment [TK11]: Check this box indicating that the individual server is an independent contractor.

Comment [TK12]: Indicate the process serving agency's registration number.

Comment [TK13]: Indicate the individual process server's registration number.

Comment [TK14]: Indicate the county or counties of each registration.

8. ☒ I declare under the laws of the State of California that the foregoing is true and correct.
 or

9. ☐ I am a California sheriff or marshal and I certify that the foregoing is true and correct.

Date: July 2, 2004

John Smith

(NAME OF PERSON WHO SERVED PAPERS/SHERIFF OR MARSHAL)

(SIGNATURE)