

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 <h2 style="text-align: center;">Personal Service Individual</h2>
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.	Case Number: <div style="text-align: center;">12345</div>
<h3 style="text-align: center;">PROOF OF SERVICE OF SUMMONS</h3>	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):
 JOE SMITH, an individual
 b. Person served: ☒ party in 3a other (specify name and relationship to the party named in 3a):
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.

Comment [TK2]: Item 3b states the person served is the party in 3a.

Comment [TK3]: Item 4 states the address where the papers were served.

Comment [TK4]: Item 5a states the date and time of 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*):
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 [TK5]: Item 6a states that the defendant was served in his or her individual capacity.

7. Person who served papers

- a. Name: Tony Klein
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
(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
iii. ☒ County: San Francisco

Comment [TK6]: Name of individual server.

Comment [TK7]: Company name and address.

Comment [TK8]: Telephone.

Comment [TK9]: Charge for costs related to service of process only, not other charges.

Comment [TK10]: Check here if the server is a registered process server.

Comment [TK11]: County registration number.

Comment [TK12]: County of 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.

Comment [TK13]: Declaration must be made under penalty of perjury. The following box is only checked if the proof of service is being signed, certifying the information of another server working for the sheriff.

Date: July 2, 2004

Tony Klein

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

(SIGNATURE)

Comment [TK14]: Date of signature.

Comment [TK15]: Name of server.