

## Summary of Affidavit Requirements by State

State	Summary of Requirements
<b>Alabama</b>	Penalty of perjury permissible. Non-service return with reason for non-service must be endorsed on the "process" and returned to the court within 30 days after issuance. Special appointment necessary for out of state server.
<b>Arizona</b>	Penalty of perjury permissible for Certificate of Service, using the words "I declare (or certify, verify or state) under penalty of perjury..." ( <i>RCP Rules 4 and 80i</i> ) Affidavit must state date of receipt of documents for service. Proof must be filed within the time which the person served must respond to process.
<b>Arkansas</b>	Proof must be made to the court within the time the defendant has to respond to the summons. Service must be made within 120 days after filing or the case will be dismissed.
<b>California</b>	Penalty of perjury permissible. The California Judicial Council Proof of Service of Summons form POS-010 is required for all services of summonses, unless the proof is typed or computer-generated with corresponding numbered items. ( <i>CRC 982.9</i> ) Most courts require proofs to be filed at least 60 days after the complaint was filed, and may sanction the plaintiff for not doing so. Marin County requires the proof to be filed within 10 days after service. A special Family Law proof of service for is required for family court summonses. A facsimile proof of service may be filed, and the original must be retained by the plaintiff's attorney and produced if the document is questioned. <i>Fillable California POS-010 form:</i> <a href="http://www.courtinfo.ca.gov/forms/fillable/pos010.pdf">http://www.courtinfo.ca.gov/forms/fillable/pos010.pdf</a>
<b>Colorado</b>	Location of service must include county of service. Non-service returns must state the number of attempts to serve the defendant. The date of making the return must be included in addition to the signature date.
<b>Connecticut</b>	Service outside state must be made by a person authorized to serve process in the other state, or an attorney or equivalent. The proof must be returned at least 20 days before the return date.
<b>Delaware</b>	Special appointment required. Return of service must be "verified" if served by a person other than a ministerial officer and made promptly after service, and in any event on the day the return date.
<b>Florida</b>	Return of Service must state the date and time the service "comes to hand" (received for service), the date and time of service, the name of the person served, and if in a representative capacity, the position occupied. Failure to state the foregoing facts invalidates the service until amended, and a failure to state all facts could subject to server to a \$10.00 fine. ( <i>48.31 F.S.</i> ) Special appointment required for process issued from Florida 10 counties.
<b>Georgia</b>	Service outside state must be made by a person authorized to serve process in the other state, or an attorney or equivalent. The proof of service must state process server's authority to serve, and be returned promptly within the time during which the person served must respond to the process.
<b>Hawaii</b>	Return of Service form must state that certified copies of documents were served.
<b>Idaho</b>	Server must state county of residence. A facsimile proof of service may be filed, and the original must also be filed.
<b>Illinois</b>	Affidavit shall be filed stating the time, manner and place of service. ( <i>735 IL Compiled Stats. 5/2-208</i> )