



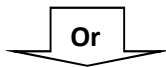
Federal *Pro Se* Clinic

CENTRAL DISTRICT OF CALIFORNIA: WESTERN DIVISION

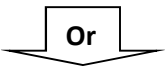
☐ Serving a State or Local Government Officer in His or Her Individual Capacity, Official Capacity, or Both ☐

If you are a plaintiff and you have filed a Complaint, you must arrange for delivery of a copy of the Summons and Complaint to each defendant in your case. This is called “service of process.” However, a plaintiff cannot serve the Summons and Complaint. The person who serves the Summons and Complaint (the “server”) must be **at least 18 years old** and **not a party to the lawsuit**. Your **server** can serve a defendant that is a state or local government official in his or her individual capacity, official capacity, or both according to the same rules that apply for serving any other individual. Your server can serve the defendant by doing **any one** of the following:

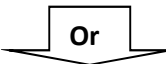
1. **Hand deliver the Summons and Complaint to the defendant.**



2. **Hand deliver the Summons and Complaint to a responsible person living at the defendant’s home.**



3. **If your server has made three attempts at hand delivery**, your server may leave the Summons and Complaint at the **defendant’s usual place of business** with somebody in charge who is at least 18 years old. At that time, your server must tell the person that the papers are a Summons and Complaint for the defendant. The server must then mail a second copy of the Summons and Complaint to the defendant at the address where the papers were left.



4. **If the defendant is located outside of California, but within the U.S.**, your server may mail the Summons and Complaint to the defendant by *certified mail, return receipt requested*. If your server chooses this option, you must attach the signed return receipt to the proof of service.

Because serving the Summons and Complaint can be complicated, please read Rule 4 of the Federal Rules of Civil Procedure and consider consulting an attorney.

DON'T FORGET!

*You must file a **proof of service form** signed by the server (see attached form) so the court knows that you served the right defendant.*

1 _____ (Plaintiff's Full Name)
2 _____ (Email Address)
3 _____ (Address Line 1)
4 _____ (Address Line 2)
5 _____ (Phone Number)

6 Plaintiff in Pro Per

7
8 **UNITED STATES DISTRICT COURT**
9 **CENTRAL DISTRICT OF CALIFORNIA**

10
11 _____,
12 **Plaintiff,**
13 **vs.**
14 _____
15 _____
16 _____
17 _____,
18 **Defendant(s).**
19

Case No.: _____

**PROOF OF SERVICE ON A
STATE OR LOCAL
GOVERNMENT OFFICER
INDIVIDUAL CAPACITY
OFFICIAL CAPACITY**

20
21 I, _____, declare as follows:
22 (name of server)

23 1. At the time of service I was at least 18 years of age and **not a party to this**
24 **lawsuit.**

25
26 2. I served copies of the summons, complaint, and certificate and notice of
27 interested parties (hereinafter referred to as "copies").

28 ///

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

3. I served the defendant _____ in his or her: (**check one or both**)
(name of Defendant)

- a. Individual Capacity
- b. Official Capacity

4. I served the copies by: (check only one)

a. **Personal Service** in compliance with the Federal Rules of Civil Procedure. I personally delivered copies to the defendant named in ¶ 3:

Date: _____ Time: _____
 Address: _____ (street)
 _____ (city, state, zip code)

b. **Substitute Service at Defendant's Residence** in compliance with the Federal Rules of Civil Procedure. I personally delivered copies to a person of suitable age residing at the defendant's residence and informed him or her of the general nature of the papers. I left the copies with:

Name: _____
 Date: _____ Time: _____
 Address: _____ (street)
 _____ (city, state, zip code)

///
///
///

1 c. **Combination Service at Defendant's Place of Business in**
2 compliance with the California Code of Civil Procedure. I made at
3 least 3 attempts to personally serve the defendant:
4

5 **Attempt 1**

6 Date: _____ Time: _____

7 Address: _____ (street)

8 _____ (city, state, zip code)

9
10 **Attempt 2**

11 Date: _____ Time: _____

12 Address: _____ (street)

13 _____ (city, state, zip code)

14
15 **Attempt 3**

16 Date: _____ Time: _____

17 Address: _____ (street)

18 _____ (city, state, zip code)

19 I personally delivered copies to a person apparently in charge of the
20 office or place of business who was at least 18 years of age and
21 informed him or her of the general nature of the papers. I left the
22 copies with:

23 Name: _____

24 Date: _____ Time: _____

25 Address: _____ (street)

26 _____ (city, state, zip code)

27 I also mailed copies to the office or place of business addressed to the
28 defendant on _____.
(date)

1 d. **Mail Service on a Defendant located outside California** in
2 compliance with the California Code of Civil Procedure. I mailed
3 copies to the defendant, located outside of California, via certified or
4 registered mail to:

5 Name: _____

6 Date: _____ Time: _____

7 Address: _____ (street)

8 _____ (city, state, zip code)

9 A copy of the signed return receipt is attached.

10 5. My name, address, and telephone number are:

11 _____ (Full Name)

12 _____ (Address Line 1)

13 _____ (Address Line 2)

14 _____ (Phone Number)

15
16 6. I am not a registered California process server.

17
18 I declare under penalty of perjury that the foregoing is true and correct.

19
20 Executed on _____ at _____.
(date) (place of signing)

21 _____ (Signature)

22 _____ (Name)