

1. At the time of service I was at least 18 years of age and not a party to this action. I served the respondent with copies of:
- a. ☐ Family Law: *Petition—Marriage/Domestic Partnership* (form _____), *Summons* (form _____), and blank *Response—Marriage/Domestic Partnership* (form _____)
- or-
- b. ☐ Uniform Parentage: *Petition to Determine Parental Relationship* (form _____), *Summons* (form _____), and blank *Response to Petition to Determine Parental Relationship* (form _____)
- or-
- c. ☐ Custody and Support: *Petition for Custody and Support of Minor Children* (form _____), *Summons* (form _____), and blank *Response to Petition for Custody and Support of Minor Children* (form _____)
- and
- d. ☐ (1) ☐ Completed and blank *Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)* (form _____) (5) ☐ Completed and blank *Financial Statement (Simplified)* (form _____)
- (2) ☐ Completed and blank *Declaration of Disclosure* (form _____) (6) ☐ Completed and blank *Property Declaration* (form _____)
- (3) ☐ Completed and blank *Schedule of Assets and Debts* (form _____) (7) ☐ *Request for Order* (form _____), and blank *Responsive Declaration to Request for Order* (form _____)
- (4) ☐ Completed and blank *Income and Expense Declaration* (form _____) (8) ☐ Other (specify): _____

3. I served the respondent by the following means (*check proper boxes*):

- a. ☐ **Personal service.** I personally delivered the copies to the respondent (Code Civ. Proc., § 415.10) on *(date)*: _____ at *(time)*: _____
- b. ☐ **Substituted service.** I left the copies with or in the presence of *(name)*: _____ who is *(specify title or relationship to respondent)*: _____

- (1) ☐ **(Business)** a person at least 18 years of age who was apparently in charge at the office or usual place of business of the respondent. I informed the person of the general nature of the papers.
- (2) ☐ **(Home)** a competent member of the household (at least 18 years of age) at the home of the respondent. I informed the person of the general nature of the papers.

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

I thereafter mailed additional copies (by first class, postage prepaid) to the respondent at the place where the copies were left (Code Civ. Proc., § 415.20b) on (date):

A **declaration of diligence** is attached, stating the actions taken to first attempt personal service.

PETITIONER: RESPONDENT:	CASE NUMBER:
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3. c. ☐ **Mail and acknowledgment service.** I mailed the copies to the respondent, addressed as shown in item 2, by first-class mail, postage prepaid, on *(date)*:
from *(city)*:
- (1) ☐ with two copies of the *Notice and Acknowledgment of Receipt* (form [FL-117](#)) and a postage-paid return envelope addressed to me. (**Attach completed *Notice and Acknowledgment of Receipt* (form)**.)
(Code Civ. Proc., § 415.30.)
- (2) ☐ to an address outside California (by registered or certified mail with return receipt requested). (**Attach signed return receipt or other evidence of actual delivery to the respondent.**) (Code Civ. Proc., §§ 415.40, 417.20.)
- d. ☐ **Other** *(specify code section)*:
☐ Continued on [Attachment 3d](#).

4. **Person who served papers**

Name:

Address:

Telephone number:

This person is

- a. ☐ exempt from registration under Business and Professions Code section 22350(b).
- b. ☐ not a registered California process server.
- c. ☐ a registered California process server: ☐ an employee or ☐ an independent contractor
- (1) Registration no.:
- (2) County:
- (3) **The fee** for service was *(specify)*: \$
5. ☐ **I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
- or—
6. ☐ **I am a California sheriff, marshal, or constable**, and I certify that the foregoing is true and correct.

Date:

(NAME OF PERSON WHO SERVED PAPERS)



(SIGNATURE OF PERSON WHO SERVED PAPERS)

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FL-115

Proof of Service of Summons (Family Law-Uniform Parentage-Custody and Support)

Official revision: January 1, 2021 | Library source checked: September 6, 2026

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I am not an attorney. I can only provide self help services at your specific direction.

California Legal Document Assistant | Not a law firm | No legal advice

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