

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am  Plaintiff/Petitioner  Defendant/Respondent  
 Plaintiff/Petitioner's Attorney  Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
 Plaintiff/Petitioner's Licensed Paralegal Practitioner  
 Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the  District  Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

<p>_____ Plaintiff/Petitioner</p> <p>v.</p> <p>_____ Defendant/Respondent</p>	<p><b>Certificate of Service</b></p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
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I certify that I filed with the court and served a copy of \_\_\_\_\_ (document name) as indicated below.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
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\_\_\_\_\_ Date  
 \_\_\_\_\_ Signature ►  
 \_\_\_\_\_ Printed Name

### Certificate of Service

I certify that I filed with the court and served a copy of this Certificate of Service on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
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\_\_\_\_\_

Date

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, State, Zip

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Email

In the  District  Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

<p>_____          Plaintiff/Petitioner</p> <p>V.</p> <p>_____          Defendant/Respondent</p>	<p><b>Proof of Service</b>          (Utah Rule of Civil Procedure 4)</p> <p>_____          Case Number</p> <p>_____          Judge</p> <p>_____          Commissioner (domestic cases)</p>
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1. These documents were served by the method described below (Choose all that apply.):
- Summons
  - Complaint or Petition
  - Amended Complaint or Petition
  - Notice of Divorce Education Requirements
  - Notice of URCP 26.1 Disclosure and Discovery Requirements in Domestic Relations Actions
  - Notice of URCP 26.3 Disclosure Requirements in Unlawful Detainer Actions
  - Parenting Plan
  - Order to Show Cause
  - Other: \_\_\_\_\_ (describe)
  - Other: \_\_\_\_\_ (describe)

Complete paragraph 2, or paragraphs 3 and 4.

**Service by Mail**

(Service by mail requires a signed receipt. Attach the receipt.)

2.  I served the following person by sending a copy of the documents listed in Paragraph (1) by mail or commercial courier service to:

\_\_\_\_\_  
Name of Addressee

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

I have attached a signed receipt proving delivery. It was signed by:

the addressee personally.

someone authorized by appointment or by law to receive service of process on behalf of the addressee.

**Service by Third Person**

3.  I am over the age of 18, and

- I am not a party or an attorney for a party to this action.
- I have not been convicted of a felony violation of a sex offense (Listed in Utah Code 77-41-102(16)).
- I am not a respondent in a protective order proceeding (Utah Code 78B-7-101 et seq.).

4.  On \_\_\_\_\_ (date), I went to

\_\_\_\_\_ (address),

and I delivered the documents listed in paragraph 1 to

\_\_\_\_\_ (name),

who is (Check one.):

the named defendant/respondent.

the named plaintiff/petitioner.

a person of suitable age and discretion residing at that address, which is the named party's residence. (Describe why the person lives at the named party's residence and why they are of suitable age and discretion.)

\_\_\_\_\_  
\_\_\_\_\_

an agent authorized by appointment or by law to receive service of process on behalf of the named party.

If serving a corporation, partnership, or an unincorporated association

an officer, a managing agent, general agent.

OR

an agent authorized by appointment or by law to receive service of process and by also mailing a copy of the complaint and summons to the named party.

If serving a city or town

the city/town recorder.

If serving a county

the county clerk.

If serving the state

the attorney general, and to

\_\_\_\_\_ (name  
of any other person or agency required by statute to be served) at  
\_\_\_\_\_ (address).

If serving a department or agency of the state

a member of named party's governing board, executive employee or secretary.

If the document was served in some other way

Other (Describe how the document was served.)

\_\_\_\_\_  
\_\_\_\_\_

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

\_\_\_\_\_  
Date Signature ► \_\_\_\_\_  
Printed Name \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and served a copy of this Proof of Service on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
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\_\_\_\_\_

Date

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
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I am  Plaintiff/Petitioner  Defendant/Respondent  
 Plaintiff/Petitioner's Attorney  Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
 Plaintiff/Petitioner's Licensed Paralegal Practitioner  
 Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the District Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

<p>_____ Plaintiff/Petitioner</p> <p>v.</p> <p>_____ Defendant/Respondent</p>	<p><b>Acceptance of Service</b> (Utah Rule of Civil Procedure 4(d)(3))</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
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1. I have received the summons and complaint or petition in this case.
2. I understand that service is effective on the date I sign this document.
3. I know I can still object to the complaint or petition in this case.

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and served a copy of this Acceptance of Service on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
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\_\_\_\_\_

Date

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am  Plaintiff/Petitioner  Defendant/Respondent  
 Plaintiff/Petitioner's Attorney  Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
 Plaintiff/Petitioner's Licensed Paralegal Practitioner  
 Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the District Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

<p>_____ Plaintiff/Petitioner</p> <p>v.</p> <p>_____ Defendant/Respondent</p>	<p><b>Consent to Email Service and Notification</b> (Utah Rule of Civil Procedure 5)</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
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1. I understand all documents in this case must be served on me either by mail, hand delivery, or electronic means. (Utah Rule of Civil Procedure 5). I agree to have all documents served on me by email at \_\_\_\_\_ (email address).
2. I understand I must check this email address every day while the case is pending with the court. I understand that if I do not respond in time to documents emailed to me or if I fail to attend a scheduled hearing, the court may enter a default judgment against me and may rule in favor of another party.

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

\_\_\_\_\_ Signature ► \_\_\_\_\_  
Date Printed Name \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and served a copy of this Consent to Email Service and Notification on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
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\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature ►

\_\_\_\_\_  
 Printed Name