

## Checklist for Proof of Service

Keep a copy of all documents for your records.  
Attend all court hearings.

You must serve on the other party every document that you file with the court, and you must prove to the court that you have done so. The Complaint and Summons (and a few other documents) must be served by someone on your behalf using one of the special methods described in URCP 4. After the Complaint and Summons are served under Rule 4, you personally can serve most other documents on the other party using first class mail or one of the other methods described in URCP 5.

### (1) Proof of Service under URCP 4

- Print the server's name and contact information at the top of the first page.
- Complete the heading exactly as it appears in the Complaint/Petition.
- Paragraph (1) Check the box that describes the documents that were served.
- Service by Mail and Service by a Third Person are alternatives. If Paragraph (2) applies, skip Paragraphs (3) and (4). If Paragraphs (3) and (4) apply, skip Paragraph (2).
- Service by Mail, Paragraph (2). If Paragraph (2) applies, check the box and print the name and address of the addressee (usually the defendant). Attach the receipt showing a signature by the addressee personally or by the addressee's authorized agent. Check the correct box.
- Service by a Third Person, Paragraph (3). Check the box, all of these statements must be true or service might not be good.
- Paragraph (4). Print the date on which the documents were served, the address at which they were served, and the name of the person who was served. Then check the correct box in the table that describes who that person is. If the person who was served is not one of the people listed in the table, service might not be good.
- The server must date and sign the form.
- Complete the Certificate of Service and serve the form on the other party. (Since this form will be filed with the court, it must be served on the other party. This form proves that you had the named documents served by someone else on your behalf using a method approved by URCP 4, but you personally may serve this form using a method approved by URCP 5.)
- File the form with the judicial services representative.

### (2) Certificate of Service under URCP 5

- Print your name and contact information at the top of the first page. Check whether you are the plaintiff/petitioner or defendant/respondent or the attorney for the plaintiff/petitioner or defendant/respondent.

- Complete the heading exactly as it appears in the Complaint/Petition.
- Print on the blank line the name of the document that was served.
- Date and sign the form.
- In the table, print the date on which the document was served, the address at which it was served, and the name of the person who was served.
- Serve the form on the other party with the document being filed.
- File the form with the judicial services representative with the document being filed.