



Sample Proof of Service Forms

Below are sample templates of commonly used Proof of Service forms for process servers. These samples can be adapted for civil, small claims, subpoena, or protection order cases.

Each form includes key fields required in most jurisdictions, including Washington State. Modify as needed based on court or client requirements.

1. General Proof of Personal Service

Case Title:			
Court / Jurisdiction:			
Case Number:			
Documents Served:			
Person Served:			
Address Where Served:			
Date of Service:			
Time of Service:			
Method of Service:	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> Sub-Serve (if allowed) <input type="checkbox"/> Other		
Physical Description of Recipient:			
Notes / Observations:			
Process Server Name:			
Process Server Registration Number:			
Process Server Date of Birth:			
Business Address:			
I declare under penalty of perjury under the laws of this state that the foregoing is true and correct.			
Signature:			
Date Signed:			

2. Proof of Substitute Service

Case Title:			
Case Number:			
Documents Served:			
Person Served:			
Person Served:			
Manner of Service:	<input type="checkbox"/> Left with competent adult at residence/business		
Follow-Up Mailing Completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Date of Mailing:			
I declare under penalty of perjury under the laws of this state that the foregoing is true and correct.			
Signature:			
Date Signed:			

3. Proof of Non-Service (Attempt Log)

Attempt #	Date	Time	Address	Result / Notes
1				
2				
3				
4				

These sample forms are provided for educational and training purposes.

Always verify requirements for Proof of Service based on your state, court, or client instructions.