



with a statement of the date, time and place that the documents were hand-delivered to the party's dwelling (residence).

3.  **Office Service.** On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ a.m./p.m., I served true copies of the original Motion, Affidavit and Order re: Modification of Custody and/or Parenting Time and/or Child Support by delivering them, in person, to the office of the party to be served, located at: \_\_\_\_\_ (address), during normal working hours for that office, where I left the documents with \_\_\_\_\_ (name), who is a person apparently in charge and who has a business duty to provide the documents to the party to be served.

*(If Office Service was used, you must complete the followup mailing section below as required by ORCP 7D(2)(c). If someone other than yourself completed the follow up mailing, s/he must use a separate Affidavit of Service.)*

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I personally deposited a true copy of the originals listed above with the United States Postal Service, via first class mail, in a sealed envelope, postage prepaid, addressed to the party to be served:  Petitioner  Respondent \_\_\_\_\_ (name), at the party's:  home address located at: \_\_\_\_\_ (address), OR  business address, listed above, together with a statement of the date, time and place that the documents were hand-delivered to the party's office.

4.  **Service by Mail, Return Receipt Requested.** On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I personally deposited a true copy of the Motion, Affidavit and Order re: Modification of Custody and/or Parenting Time and/or Child Support with the United States Postal Service, one via first class mail, **and** the other by certified or registered, return receipt requested, or express mail, with postage on both copies fully paid, addressed to the party to be served:  Petitioner  Respondent \_\_\_\_\_ at \_\_\_\_\_ (address).

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**The party served signed a receipt for the certified, registered or express mailing, and the return receipt is attached to this Affidavit.** (NOTE: The return receipt MUST be attached to this Affidavit of Service.)

Case # \_\_\_\_\_

[ \_\_\_\_\_ ]

Attach return receipt here

[ \_\_\_\_\_ ]

**Certificate of Document Preparation.** You are required to truthfully complete this certificate regarding the document you are filing with the court. Check all boxes and complete all blanks that apply:

- I selected this document for myself and I completed it without paid assistance.
- I paid or will pay money to \_\_\_\_\_ for assistance in preparing this form.

**I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Server Print Name

\_\_\_\_\_  
Contact Address City, State, Zip Contact Telephone

SIGNED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_/Court Clerk  
My Commission Expires: \_\_\_\_\_