IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF MALHEUR

_____,	)	Case No. _____
	)	
Plaintiff,	)	AFFIDAVIT OF SERVICE
	)	
vs.	)	❑ Personal Service (ORCP 7D(2)(a))
	)	❑ Substitute Service (ORCP 7D(2)(b))
_____,	)	❑ Office Service (ORCP 7D(2)(c))
	)	❑ Service by Mail, Return Receipt Requested (ORCP 7D(2)(d))
Defendant.	)	❑ AFFIDAVIT OF MAILING (SEE SECTION 2)

I,_____, declare I am a resident of the County of_____, State of_____. I am a competent person 18 years of age or older and not a party to or attorney in this proceeding. I certify that the person, firm, or corporation served is the identical one named in this action.

(Check one of the following):

1. ❑ **Personal Service.** On the _____day of _____, 20____, at _____ a.m./p.m., I served a true copy of the original _____ (name of document) by delivering it to ❑ Plaintiff ❑ Defendant_____ (name) in person at the following address_____within the County of _____, State of_____.

2. ❑ **Substitute Service.** On the_____day of_____, 20____, at _____ a.m./p.m., I served a true copy of the original _____ (name of document) by delivering it to_____(name), who is a person age 14 or older and a member of the household of the party to be served, at the following address _____ _____ within the County of_____, State of _____. (Complete the section below only if the undersigned performed the follow up mailing required by ORCP 7D(2)(b). If a party or other person other than the undersigned did the follow up mailing, s/he must use a separate Affidavit/Certificate of Mailing.)

❑ On the_____day of_____, 20_____, I personally deposited a true copy of the _____(name of document) with the United States Postal Service, via first class mail, in a sealed envelope, postage prepaid, addressed to the party to be served: ❑ Plaintiff ❑ Defendant _____ (name), at the party's home address listed above, together 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 a true copy of the _____ (name of document) by delivering it, 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.

(Complete the section below only if the undersigned performed the follow-up mailing required by ORCP 7D(2)(c). If a party or other person other than the undersigned did the follow up mailing, s/he must use a separate Affidavit/Certificate of Mailing.)

❑ On the _____day of_____, 20_____, I personally deposited a true copy of the _____with the United States Postal Service, via first class mail, in a sealed envelope, postage prepaid, addressed to the party to be served:
❑ Plaintiff ❑ Defendant _____ (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 **two true copies** of _____ (name of document) with the United States Postal Service, one via first class mail, and the other by certified or registered, return receipt requested, or by express mail, with postage on both copies fully paid, addressed to the party to be served: ❑ Plaintiff or ❑ Defendant _____ (name), at the party's: ❑ home address located at:_____ (address). *(NOTE: If mailed return receipt requested, the return receipt should be attached to this Affidavit of Service.)*

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

_____
Address or Contact Address City, State, Zip Telephone or Contact Telephone