

SERVICE AFFIDAVIT

STATE OF [STATE])) ss. COUNTY OF [COUNTY WHERE THE AFFIDAVIT IS SIGNED])

1. Affiant / Server

I, [AFFIANT NAME], residing at [AFFIANT ADDRESS], being first duly sworn, depose and state:

1. I am over eighteen (18) years of age, am not a party to the action described below, and am not related by blood, adoption, marriage, or employment to any party to the action.
2. I am a disinterested person authorized to effect service of process under applicable state and federal law.
3. I have personal knowledge of the facts stated herein.

2. Purpose

This Affidavit / Proof of Service is made to document service of process in the matter identified below.
Purpose: [PURPOSE OF THIS AFFIDAVIT]

3. Documents Served

The following documents were served:

[DOCUMENTS SERVED AND CASE CAPTION]

4. Person Served

Recipient: [NAME OF PERSON SERVED] Address of service: [ADDRESS WHERE SERVICE WAS MADE]

5. Date, Time, and Manner of Service

1. **Date and time of service.** [DATE AND TIME OF SERVICE].
2. **Method of service. Personal delivery.** I personally handed the documents identified above to [NAME OF PERSON SERVED] at the address of service. I identified the recipient by appearance and, where practicable, by inquiry, and the recipient accepted delivery.

6. Fee / Compensation

I have not been promised, nor have I received, any consideration for effecting this service other than the lawful statutory fees, if any, for service of process.

7. Additional Facts

[NUMBERED FACTS ONE FACT PER PARAGRAPH]

Oath and Penalty of Perjury

I certify under penalty of perjury under the laws of the State of [STATE] that I know the contents of this Affidavit signed by me and that the statements set forth above are true and correct to the best of my knowledge.

Signature of Affiant

Affiant

_____ PRINTED NAME
 _____ SIGNATURE
 _____ DATE

Notary Jurat

State of [STATE] County of [COUNTY WHERE THE AFFIDAVIT IS SIGNED]

Subscribed and sworn to before me this _____ day of _____, 20, by [AFFIANT NAME], who is personally known to me or who produced _____ as identification.

Notary Public: _____ My commission expires: _____
 [NOTARY SEAL]

***Jurat vs. acknowledgment.** This certificate is a **jurat** — the correct notarial certificate for an affidavit. A jurat (i) requires the affiant to appear before the notary, (ii) requires the affiant to sign in the notary's presence (no pre-signing), and (iii) includes administration of an oath or affirmation. An **acknowledgment** (used for deeds, powers of attorney, and contracts) does NOT include an oath and is the wrong certificate for an affidavit. Using an acknowledgment in place of a jurat may cause a court to reject the affidavit as defective.*