

Attorney, or Party without Attorney (<i>Name, State Bar No., and address</i>): Telephone No.: _____ Fax No.: _____ Email Address : _____ Attorney For (<i>Name</i>): _____	FOR ADMINISTRATIVE USE ONLY
Office of Administrative Hearings Public Works Contract Arbitration Program 2349 Gateway Oaks Drive, Suite 200 Sacramento California 95833-4231	
Petitioner: Respondent:	
PROOF OF SERVICE OF SUMMONS AND COMPLAINT	
OAH CASE NUMBER: _____	

(Separate proof of service is required for each party served)

1. At the time of service I was at least 18 years of age and not a party to this action.
2. I served copies of:
 - a. summons
 - b. complaint
 - c. cross-complaint
 - d. other (*specify documents*):
3. a. Party served pursuant to Code of Civil Procedure § 415.10 et seq. (*specify name of party as shown on documents served*):

 b. Person (other than the party in item 3a) served on behalf of an entity or as an authorized agent and not a person under item 5b whom substituted service was made) (*specify name and relationship to the party named in 3a*):
4. Address where the party was served:
5. I served the party (*check proper box*)
 - a. **by personal service.** I personally delivered the documents listed in item 2 to the party or person authorized to receive service of process for the party (1) on (*date*): _____ (2) at (*time*): _____
 - b. **by substituted service.** On (*date*): _____ at (*time*): _____ I left the documents listed in item 2 with or in the presence of (*name and title or relationship to person indicated in item 3*):
 - (1) (**business**) a person at least 18 years of age apparently in charge at the office or usual place of business of the person to be served. I informed him or her of the general nature of the papers.
 - (2) (**home**) a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the party. I informed him or her of the general nature of the papers.
 - (3) (**physical address unknown**) a person at least 18 years of age apparently in charge at the usual mailing address of the person to be served, other than a United States Postal Service post office box. I informed him or her of the general nature of the papers.

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(4) I thereafter mailed (by first-class, postage prepaid) copies of the documents to the person to be served at the place where the copies were left (Code Civ. Proc. § 415.20). I mailed the documents on *(date)*: _____ from *(city)*: _____
 or a declaration of mailing is attached.

(5) I attach a **declaration of diligence** stating actions taken first to attempt personal service.

c. **by mail and acknowledgement of receipt of service.** I mailed the documents listed in item 2 to the party, to the address shown in item 4, by first class mail, postage prepaid.

(1) on *(date)*: _____ (2) from *(city)*: _____

(3) with two copies of the *Notice and Acknowledgement of Receipt* and a postage-paid return envelope addressed to me. (*Attach completed Notice and Acknowledgement of Receipt — Judicial Council Form No. POS-015 — Code Civ. Proc. § 415.30.*)

(4) to an address outside California with return receipt requested. (Code Civ. Proc. § 415.40.)

d. **by other means** (*specify means of service and authorizing code section*):

Additional page describing service is attached.

6. The "Notice to the Person Served" (on the summons) was completed as follows:

a. as an individual defendant.

b. as the person sued under the fictitious name of (*specify*):

c. On behalf of (*specify*):

under the following Code of Civil Procedure section:

416.10 (corporation)

415.95 (business organization, form unknown)

416.20 (defunct corporation)

416.90 (authorized person)

416.40 (association or partnership)

other:

416.50 (public entity)

Person who served papers

a. Name:

b. Address:

c. Telephone number:

d. **The fee** for service was: \$

e. I am:

(1) not a registered process server.

(2) exempt from registration under Business and Professions Code section 22350(b).

(3) a registered California process server:

(i) owner employee independent contractor

(ii) Registration No.:

(iii) County:

7. **I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on the date set forth below at: _____, California.

Date:

 (NAME OF PERSON WHO SERVED PAPERS) ▶ _____
 (SIGNATURE)