In the District Court I of Clallam County, Washington

Petitioner _____ Date of Birth	No. _____
vs.	**Proof of Service**
	(RTS)
	Clerk's Action Required: 2C
Respondent _____ Date of Birth	

Proof of Service

Important! *Promptly file this completed form with the court clerk.*

Server declares:

1. My name is _____. I am 18 or older. I am [ ] a peace officer [ ] **not** a party to this case.

2. **Able to Serve:**

   A. [ ] **Personal Service:** I served the court documents checked in section **4** for this case to (*name of party*) _____
   on (*date*) _____ at (*time*) _____
   by giving the documents directly to them at this address:

   _____

   B. [ ] **Electronic Service:**

   > ***Important!*** *Do **not** use electronic service if your case involves the surrender of firearms, transfer of child custody, removing Respondent from the parties' shared residence, an incarcerated Respondent, or a petition for a vulnerable adult protection order is filed by someone other than the vulnerable adult. In these cases, after 2 unsuccessful attempts at personal service, you can ask the court to authorize electronic service.*

   I served the court documents checked in section **4** for this case to (*name of party*) _____

   on (*date*) _____ at (*time*) _____ via

   [ ] email [ ] text [ ] social media applications [ ] other technology

At the following email address/s, phone number/s, social media application and user name, or other address: _____

I received a read receipt or communication from the receiving party (*describe or attach):* _____

C. [ ] **Service by Mail:** I served the court documents checked in section **4** for this case to (*name of party)* _____
on (*date)* _____ at (*time)* _____.

I sent **2** copies of the documents, postage prepaid: one by ordinary, first-class mail and one by other mail with certified or tracking information (*attach receipts).*

I sent the mail to this/these address/es: _____

_____

Clerk's Action: The court clerk shall forward a copy of this *Proof of Service* immediately to the following law enforcement agency (*county or city)* _____
(*check only one):* [ ] Sheriff's Office or [ ] Police Department
(List the same agency that entered the temporary order, if any)

This agency shall enter this Proof of Service into WACIC and National Crime Info. Center (NCIC).

3. **Not Able to Serve:**

[ ] I was unable to make personal service on (*name of party)* _____.
I notified the serving party that service was not successful. Personal service was attempted on the following date/s _____.

[ ] Electronic service was attempted at the following address/es but it bounced back, was undeliverable, or there was no follow-up communication _____

_____

[ ] I did not mail court documents to (*name of party)* _____
because I do not know the party's last known address.

4. **List of Documents:**

*Important! You must check or write in the title of **every** document that you served. Use the "Other Documents" box to write in the title of any document not already listed.*

I served the following documents (*check all that apply):*

New Petition	*After a Full Hearing*
[ ] Petition for Protection Order	[ ] Protection Order
[ ] Temporary Protection Order and Hearing Notice	[ ] Order to Surrender and Prohibit Weapons
[ ] Order to Surrender and Prohibit Weapons	[ ] Order Realigning Parties
[ ] A **blank** Law Enforcement and Confidential Information Form	[ ] Order Extending Order to Surrender and Prohibit Weapons
[ ] Order Transferring Case and Setting Hearing	
[ ] Reissuance of Temporary Protection Order and Notice of Hearing	
[ ] Declaration/s of: _____	

  [ ] Denial Order [ ] Notice to Vulnerable Adult	

Renewals	*Motions*
[ ] Motion for Renewal of Protection Order	[ ] Motion to Modify or Terminate Protection Order
[ ] Order Setting Hearing on Renewal and Extending Order until Hearing	[ ] Motion for Surrender and Prohibition of Weapons
[ ] Order for Renewal of Order for Protection	[ ] Notice of Hearing
	[ ] Motion to Realign Parties
	[ ] Motion to Set Show Cause Hearing - Contempt
	[ ] Order on Hearing - Contempt
	[ ] Order re Adequate Cause
Weapons Compliance	*After a Motion Hearing*
[ ] Findings and Order on Review: Weapons Surrender Compliance	[ ] Order Modifying or Terminating Protection Order
[ ] Order on Hearing - Contempt	[ ] Order to Surrender and Prohibit Weapons
[ ] A blank Proof of Surrender	
[ ] A blank Declaration of Non-Surrender	
[ ] Receipt for Surrender Weapons and Concealed Pistol License	
[ ] Order to Release Weapons	

Other Documents
[ ] _____
[ ] _____
[ ] _____
[ ] _____

5. **Fees Charged for Service:**

[ ] Does not apply.

[ ] Fees: $_____ + Mileage $_____= Total: $_____

6. **Firearms/Deadly Weapons:**

If an *Order to Surrender and Prohibit Weapons* has been issued in this case. Restrained Person:

[ ] **surrendered** the [ ] firearms [ ] deadly weapons [ ] CPL.
(file *Law Enforcement Receipt* separately).

[ ] **did not surrender** the firearms/deadly weapons specified in the order *(provide details related to what happened, including any denials of ownership/possession)*:

_____

_____

[ ]   **asserted they have no** firearms, deadly weapons, or a CPL.

7.   **Other** (*include details such as conduct at time of service, threats, avoidance of service, and statements regarding firearms possession*): _____

_____

_____

_____

_____

_____

I declare, under penalty of perjury under the laws of the State of Washington, that the statements on this form are true.

Signed at *(city and state):* _____   Date: _____

▶ _____   _____
Signature of server   *Print or type name of server*

_____
Law Enforcement Agency (if any)