

Cover Sheet:	Proof of Service of Summons
Effective Date:	May 28, 2019
Last Revision Date:	March 5, 2024
Purpose:	This form is to be completed and filed once the Summons and Petition has been served on the Respondent in a Family Law case.
Assistance:	Parties who are acting as their own attorneys may receive help from the Self Help Center to complete these forms. You may contact the Self Help Center through the Court's website, by creating an e-Correspondence account, or visit the Self Help Center in person, Monday through Thursday.
Required Forms:	All forms are Judicial Council forms, unless otherwise indicated: Proof of Service of Summons, FL-115
Optional Forms:	This form is needed only if the respondent is willing to accept service: Notice and Acknowledgment of Receipt, FL-117
Filing Fee:	None
Copies:	Make two copies of the completed forms. The Court will file and keep the original and will endorse and return the copies to you.
Before You File:	Service must be done by someone over the age of eighteen who is not a party to the case.
Filing:	All forms must be typewritten or printed in blue or black ink. (See California Rules of Court, Rules 2.100-2.119)
	Mail or place completed forms in the court drop-box located at the Family Court at 3341 Power Inn Road, Sacramento, CA 95826. Drop box hours are 8:00 am to 5:00 pm Monday through Friday, excluding Court holidays.
	Forms may also be filed in person between the hours of 8:30 am and 4:00 pm. You must make an appointment online or obtain a ticket from Reception to file in person.
Next Steps:	Judgment is not automatic. There are additional steps that must be taken to obtain a Judgment. Seek legal assistance.

PARTY WITHOUT ATTORNEY or ATTORNEY STATE BAR NO.:	FOR COURT USE ONLY			
NAME:				
FIRM NAME:				
STREET ADDRESS: CITY: STATE: ZIP CODE:				
CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.:				
E-MAIL ADDRESS:				
ATTORNEY FOR (name):				
SUPERIOR COURT OF CALIFORNIA, COUNTY OF				
STREET ADDRESS: MAILING ADDRESS:				
CITY AND ZIP CODE:				
BRANCH NAME:				
PETITIONER:				
RESPONDENT:				
PROOF OF SERVICE OF SUMMONS	CASE NUMBER:			
At the time of service I was at least 18 years of age and not a party to this action. I service a. Family Law: Petition—Marriage/Domestic Partnership (form), Summer Marriage/Domestic Partnership (form)	ved the respondent with copies of: ons (form), and blank Response—			
-or-				
Response to Petition to Determine Parental Relationship (form)), Summons (form), and blank			
-or-				
c Custody and Support: Petition for Custody and Support of Minor Children (for blank Response to Petition for Custody and Support of Minor Children (form	m), <i>Summons</i> (form), and			
d. (1) Completed and blank <i>Declaration Under</i> (5) Comp	leted and blank <i>Financial Statement</i>			
Uniform Child Custody Jurisdiction and (Simple	<i>lified)</i> (form) leted and blank <i>Property</i>			
(0) comp	ration (form)			
	est for Order (form), and blank			
(3) Completed and blank Schedule of Assets Responsible and Debts (form) (form	nsive Declaration to Request for Order)			
(4) Completed and blank <i>Income and</i> (8) Other <i>Expense Declaration</i> (form	(specify):			
2. Address where reprendent was conved.				
Address where respondent was served:				
3. I served the respondent by the following means (check proper boxes):				
 a. Personal service. I personally delivered the copies to the respondent (Code on (date): 	: Civ. Proc., § 415.10)			
b. Substituted service. I left the copies with or in the presence of (name):				
who is (specify title or relationship to respondent):				
(1) (Business) a person at least 18 years of age who was apparently business of the respondent. I informed the person of the general r				
 (2) (Home) a competent member of the household (at least 18 years of age) at the home of the respondent. I informed the person of the general nature of the papers. 				
on (date): at (time):				
I thereafter mailed additional copies (by first class, postage prepaid) to the res copies were left (Code Civ. Proc., § 415.20b) on <i>(date):</i>	pondent at the place where the			
A declaration of diligence is attached, stating the actions taken to first attem	pt personal service.			

		FL-113
PETITIONER:	CASE NUMBER:	
RESPONDENT:		
3. c. Mail and acknowledgment service. I mailed the confirst-class mail, postage prepaid, on (date):	pies to the respondent, addressed as shown in ite from (city):	em 2, by
(1) with two copies of the Notice and Acknowle	dgment of Receipt (form FL-117) and a postage-peted Notice and Acknowledgment of Receipt (form	
	ed or certified mail with return receipt requested). I delivery to the respondent.) (Code Civ. Proc., §	
d. Other (specify code section):		
Continued on Attachment 3d.		
4. Person who served papers		
Name:		
Address:		
Telephone number:		
This person is		
a. exempt from registration under Business and Profe	ssions Code section 22350(b).	
b. not a registered California process server.	,	
c. a registered California process server: an e	employee or an independent contractor	
(1) Registration no.:		
(2) County:		
(3) The fee for service was (specify): \$		
5. I declare under penalty of perjury under the laws of the	State of California that the foregoing is true and co	orrect.
	-or-	
6. I am a California sheriff, marshal, or constable, and	I certify that the foregoing is true and correct.	
Date:		
(NAME OF PERSON WHO SERVED PAPERS)	<u> </u>	
(Walle of Lettor Mile Oblive Division)	(SIGNATURE OF PERSON WHO SERV	ED PAPERS)

PARTY WITHOUT ATTORNEY or ATTORNEY STATE BAR NO.:	FOR COURT USE ONLY	
NAME:		
FIRM NAME:		
STREET ADDRESS:		
CITY: STATE: ZIP CODE:		
TELEPHONE NO.: FAX NO.:		
E-MAIL ADDRESS:		
ATTORNEY FOR (name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY AND ZIP CODE:		
BRANCH NAME:		
PETITIONER:		
RESPONDENT:		
NOTICE AND ACKNOWLEDGMENT OF RECEIP	CASE NUMBER:	
(Sender completes items 1 through 4 and signs before mailing. Red	cipient completes items 5 and 6, signs, then returns)	
To (name of individual being served):		
NOTICE The documents identified below are being served on you by mail with this person authorized by you must sign, this form to acknowledge receipt of the server of the		
If the documents described below include a summons and you fail to composition within 20 days of the date of mailing, you will be liable for the reasonable attempting to serve you with these documents by any other methods permof a summons is deemed complete on the date you sign the acknowledgm of the day of the properties of the date you must submit a complete on the date you must submit a complete you will be a complete you must submit a complete you will be a complete you must submit a complete you must submit a complete you will be a complete you will be a comp	expenses incurred after that date in serving you or litted by law. If you return this form to the sender, service ment of receipt below. This is not an answer to the action.	
2. Date of mailing (specify):		
3.		
(TYPE OR PRINT SENDER'S NAME)	(SIGNATURE OF SENDER—MUST NOT BE A PARTY IN THIS CASE AND MUST BE 18 YEARS OR OLDER)	
ACKNOWLEDGMENT OF	, and the second se	
4. I agree I received the following:	ILOLII I	
a. Family Law: Petition—Marriage/Domestic Partnership (form), Summons (form), and blank F Marriage/Domestic Partnership (form)		
b. Uniform Parentage: Petition to Determine Parental Relations Response to Petition to Determine Parental Relationship (for		
c. Custody and Support: Petition for Custody and Support of Miblank Response to Petition for Custody and Support of Minor		
d. (1) Completed and blank Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act	(5) Completed and blank Financial Statement (Simplified) (form	
(UCCJEA) (form) (2) Completed and blank Declaration of Disclosure	(6) Completed and blank Property Declaration (form)	
(form)	(7) Request for Order (form), and blank Responsive Declaration to Request for Order	
(3) Completed and blank Schedule of Assets and Debts (form)	(form)	
(4) Completed and blank <i>Income and Expense Declaration</i> (form	(8) Other (specify):	
Recipient signed this acknowledgment on (specify date):		
	•	
6	(SIGNATURE OF PERSON ACKNOWLEDGING RECEIPT)	
(TITE OILTINIT MANUE OF FERSON MORNOWLEDGING RECEIPT)	(SIGNATURE OF PERSON ACKNOWLEDGING RECEIPT) Page 1 of 1	