

SALT LAKE CITY JUSTICE COURT

333 SOUTH 200 EAST, PO BOX 145499, SALT LAKE CITY, UT 84111-5499

Phone: 801-535-6300 / Fax: 801-535-6302 / www.slcgov.com/courts

Name _____ Plaintiff)
 Street Address _____) **SMALL CLAIMS**
 City, State, ZIP _____) **PROOF OF SERVICE**
 vs. _____) **UNDER URCP4**
 Name _____ Defendant) **(Service By Third Person)**
 Street Address _____)
 City, State, ZIP _____) Case. _____

Instructions: Use this document to show the date, place, and manner in which documents were served under Rule of Civil Procedure 4. Rule 4 requires service by mail OR by personal service (not both). Complete all 4 paragraphs.

- (1) The following documents were served by the method described below:(Choose all that apply.)
- Small Claims Affidavit & Summons
 - Amended Small Claims Affidavit and Summons
 - Other: _____ (describe)

Service by Third Person (Note: Certain people and entities must be served in a certain way. This form includes only the most common ways. Consult URCP 4(d) for others.)

- (2) I am over the age of 18. I am not a party to this action. I am not an attorney for a party to this action.
- (3) On _____ (date), I went to _____ (address), and I delivered the documents listed in Paragraph (1) to _____ (name), who is:
- (4) (check only one box)

<input type="checkbox"/> the named party defendant/respondent.	Serving defendant-respondent by delivery
<input type="checkbox"/> the named party plaintiff/petitioner.	Serving plaintiff-petitioner by delivery
<input type="checkbox"/> a person of suitable age and discretion residing at that address, which is the named party's residence. (Describe why you think the person resides at the named party's residence and why you think s/he is of suitable age and discretion.)	Serving an individual by leaving at his/her home
<input type="checkbox"/> an agent authorized by appointment or by law to receive service of process on behalf of the named party.	Serving an individual by delivery to an agent

<input type="checkbox"/> an officer, a managing agent, general agent. OR <input type="checkbox"/> an agent authorized by appointment or by law to receive service of process and by also mailing a copy of the complaint and summons to the named party.	Serving a corporation, partnership, or an unincorporated association
<input type="checkbox"/> the city/town recorder.	Serving a city or town
<input type="checkbox"/> the county clerk.	Serving a county
<input type="checkbox"/> the attorney general, AND TO _____ (name of any other person or agency required by statute to be served) at _____ (address).	Serving the state
<input type="checkbox"/> a member of named party's governing board, executive employee or secretary.	Serving a department or agency of the state
<input type="checkbox"/> Describe how you served the document.	Other. See URCP 4.

I have not included any non-public information from this document.

I declare under penalty of Utah Code Section 78B-5-705 that everything stated in this document is true.

_____ Sign here ► _____
Date
Typed or Printed Name _____

This form must be filed with the court no later than 10 business days after service is made.

Your case will not be scheduled on the court's calendar, if you do not provide the court with this form and its attachments.

Disability Accommodations. If you need accommodation of a disability, contact a judicial service assistant at least 3 days before the hearing.

Certificate of Service

I certify that I served a copy of this Small Claims Proof of Service Under URCP4(Service By Third Person) on the following people.

Business or Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age & discretion residing there.)		
Salt Lake City Justice Court (Clerk of Court)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Electronic File	333 S 200 E SLC UT 84111	
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

I declare under criminal penalty of Utah Code Section 78B-5-705 that this Certificate of Service is true and correct.

Date _____

Sign here ► _____

Typed or printed name _____

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