

IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR THE COUNTY OF CLACKAMAS

Case No: \_\_\_\_\_

\_\_\_\_\_  
and  
\_\_\_\_\_  
Petitioner  
Respondent

**CERTIFICATE OF SERVICE**  
(ORCP 7D(2))

- (a) Personal Service  
 (b) Substitute Service  
 (c) Office Service  
 (d) Service by Mail

I, (name) \_\_\_\_\_, declare that I am a resident of the state of \_\_\_\_\_ . I am a competent person 18 years of age or older. I am not a party to or lawyer in this case, and not the employee of a party. I certify that I have served true copies of the original documents (*checked below*) to  Petitioner  Respondent  Adult Child (name) \_\_\_\_\_ .

- Order to Show Cause re: Modification with Motion and Declaration  
 Notice of Confidential Information Form (CIF) Filing  
 Uniform Support Declaration  
 Other (*name all forms or documents served*) \_\_\_\_\_

**By:**

(a)  **Personal Service** on (date) \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m., in-person at the following address \_\_\_\_\_ in the County of \_\_\_\_\_, State of \_\_\_\_\_.

(b)  **Substitute Service** on (date) \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m., by delivering them to the following address \_\_\_\_\_ in the County of \_\_\_\_\_, State of \_\_\_\_\_ . Delivered to (name) \_\_\_\_\_, who is a person who lives there, and is age 14 or older. (*Complete the section below only if the server also did the follow-up mailing required by ORCP 7D(2)(b). If a person other than the server did the follow-up mailing, that person must complete a separate Certificate of Service Mailing.*)

**Mailing on Substitute Service.**  On (date) \_\_\_\_\_, I personally deposited a true copy of the same documents served with the U.S. Postal Service, via first class mail, in a sealed envelope, postage paid, addressed to the party to be served, at the party's home address listed above, together with a statement of the date, time and place that the documents were hand-delivered to the party's dwelling (residence).

(c)  **Office Service** on (date) \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m., by delivering them to the office of the party to be served, located at: (address) \_\_\_\_\_, during normal working hours for that office, where I left the documents with (name) \_\_\_\_\_, who

is a person apparently in charge, to give the documents to the party to be served.  
(Complete the section below only if the server also did the follow-up mailing required by ORCP 7D(2)(c). If a person other than the server did the follow-up mailing, that person must complete a separate Certificate of Service Mailing.)

**Mailing on Office Service.**  On (date) \_\_\_\_\_, I personally deposited a true copy of the same documents served with the U.S. Postal Service, via first class mail, in a sealed envelope, postage paid, addressed to the party to be served, at the party's:  
 home address at: \_\_\_\_\_, **OR**  
 business address above, together with a statement of the date, time and place that the documents were hand-delivered to the party's office.

**(d)**  **Service by Mail, Return Receipt Requested** on (date) \_\_\_\_\_, I personally deposited **two** true copies with the U.S. Postal Service. **One copy** by first class mail, and the **other copy** by certified or registered mail, Return Receipt Requested, or by express mail, postage paid, addressed to the party to be served, at the party's home address located at: \_\_\_\_\_ (address).  
(NOTE: If mailed Return Receipt Requested, the return receipt must be attached to this Certificate of Service.)

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**Certificate of Document Preparation.** Check all that apply:

- I chose this form for myself and completed it without paid help.
- A legal help organization helped me choose or complete this form, but I did not pay money to anyone.
- I paid (or will pay) \_\_\_\_\_ for help choosing, completing, or reviewing this form.
- TurboCourt selected and completed this form and I did not pay anyone to review the completed form.

**I hereby declare that the above statements are true to the best of my knowledge and belief, and that I understand they are made for use as evidence in court and I am subject to penalty for perjury.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Server

\_\_\_\_\_  
Print Name

*If person serving is NOT a sheriff or sheriff's deputy, write the **address and phone number of server** below:*

\_\_\_\_\_  
\_\_\_\_\_