

3. **Office Service.** On the _____ day of _____, 20____, at _____ a.m./p.m., I served true copies of the original Petition and Summons (with attached **Notice of Voluntary Dismissal Without Prejudice**) by delivering them, in person, 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 and who has a business duty to provide the documents to the party to be served.

(Complete the section below only if the undersigned performed the followup mailing required by ORCP 7D(2)(c). If a party or other person other than the undersigned did the follow up mailing, s/he must use a separate Affidavit/Certificate of Mailing.)

On the _____ day of _____, 20____, I personally deposited a true copy of the Petition and Summons (with attached **Notice of Voluntary Dismissal Without Prejudice**) with the United States Postal Service, via first class mail, in a sealed envelope, postage prepaid, addressed to the party to be served:

Petitioner Respondent _____ (name), at the party's: home address located at: _____ (address), OR business address, listed above, together with a statement of the date, time and place that the documents were hand-delivered to the party's office.

4. **Service by Mail, Return Receipt Requested.** On the _____ day of _____, 20____, I personally deposited **two true copies** of the Petition and Summons (with attached **Notice of Voluntary Dismissal Without Prejudice**) with the United States Postal Service, one via first class mail, and the other sent certified or registered, return receipt requested, or express mail, with postage on both copies fully paid, addressed to the party to be served: Petitioner Respondent _____ (name), at the party's: home address located at: _____ (address).

(NOTE: If mailed return receipt requested, the return receipt should be attached to this Affidavit of Service.)

Certificate of Document Preparation. You are required to truthfully complete this certificate regarding the document you are filing with the court. Check all boxes and complete all blanks that apply:

- I selected this document for myself and I completed it without paid assistance.
- I paid or will pay money to _____ for assistance in preparing this form.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Dated this _____ day of _____, 20____.

Signature of Server

Print Name

Address or Contact Address

City, State, Zip

Telephone or Contact Telephone