

3. **Office Service.** On the _____ day of _____, 20____, at _____ a.m./p.m., I served true copies of the original Petition, Summons, Notice of Filing of Confidential Information Form (with attached notice of statutory restraining order preventing dissipation of assets in domestic relations actions, and other information provided by the court clerk) 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 follow-up 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, Summons, Notice of Filing of Confidential Information Form (with attached notice of statutory restraining order preventing dissipation of assets in domestic relations actions and other information provided by the court clerk) with the United States Postal Service, via first class mail, in a sealed envelope, postage prepaid, addressed to the party to the Respondent at the home address located at _____ 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.

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 _____