

IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR THE COUNTY OF \_\_\_\_\_

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

\_\_\_\_\_  
Plaintiff/Petitioner  
vs  
\_\_\_\_\_  
Defendant/Respondent

**CERTIFICATE OF  
ALTERNATIVE SERVICE**

(ORCP 7D(6))

I, (name) \_\_\_\_\_ certify that I served true copies of  
the original documents listed below on (name of party being served): \_\_\_\_\_

(check all that apply):

- Summons
  - Petition, Claim, or Complaint
  - Order to Show Cause
  - Other (name all forms or documents served) \_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**by** (check all that apply and complete all information):

**Certified or Registered Mail, Return Receipt Requested** on (date) \_\_\_\_\_

I personally deposited true copies with  the U.S. Postal Service by certified or registered mail,  
Return Receipt Requested, or by express mail, postage paid or  by delivery service or courier  
(name of service or courier) \_\_\_\_\_ addressed to the party to be  
served: (name) \_\_\_\_\_ at (address) \_\_\_\_\_

**Electronic service** by  email  social media  text message  fax  
at (addresses, sites, or numbers): \_\_\_\_\_

on (dates): \_\_\_\_\_

The service transmission/message/posting was made in such a way that the case  
name, case number, and court name were most likely to be read first. For email, this  
information was in the subject line. For fax, text message, or social media post, this information  
was in the first/top line.

The served documents were linked or attached in a file format that is capable of  
showing a true copy of the original document

**Posting at the courthouse for this county and**

Dates:	Location:

**Other method authorized by court order on (date)** \_\_\_\_\_

(describe) \_\_\_\_\_

\_\_\_\_\_

AND

**First Class Mail** on (date) \_\_\_\_\_ I personally deposited true copies with the U.S. Postal Service by first class mail addressed to the party to be served:

(name) \_\_\_\_\_ at (address) \_\_\_\_\_

\_\_\_\_\_

**Amended Certificate**

I previously filed a *Certificate of Alternative Service* for service by electronic means. I now believe that the recipient did not personally receive the electronic transmission.

**I hereby declare that the above statements are true to the best of my knowledge and belief. 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, address and phone number of server:*

\_\_\_\_\_

\_\_\_\_\_