**Court of Washington, County of**

|  |  |
| --- | --- |
| Petitioner Date of Birth  vs.    Respondent Date of Birth | No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Proof of Service**  **(RTS)**  **Clerk’s Action Required: 2C** |

**Proof of Service**

***Important!*** *Promptly file this completed form with the court clerk.*

Server declares:

**1.** My name is . I am 18 or older.  
I am [ ] a peace officer [ ] **not** a party to this case.

**2. Able to Serve:**

1. [ ] **Personal Service:** I served the court documents checked in section **4** for this case to (*name of party)*

on *(date)*  at *(time)*   
by giving the documents directly to them at this address:

1. [ ] **Electronic Service:**

|  |
| --- |
| ***Important!*** *Do* ***not*** *use electronic service if your case involves the surrender of firearms, transfer of child custody, removing Respondent from the parties’ shared residence, an incarcerated Respondent, or a petition for a vulnerable adult protection order is filed by someone other than the vulnerable adult. In these cases, after 2 unsuccessful attempts at personal service, you can ask the court to authorize electronic service.* |

I served the court documents checked in section **4** for this case to  
(*name of party)*

on *(date)*  at (*time*) via

[ ] email [ ] text [ ] social media applications [ ] other technology

At the following email address/s, phone number/s, social media application and user name, or other address:

I received a read receipt or communication from the receiving party (*describe or attach):*

1. [ ] **Service by Mail:** I served the court documents checked in section **4** for this case to (*name of party)*

on *(date)*  at (*time*) .

I sent **2** copies of the documents, postage prepaid: one by ordinary, first-class mail and one by other mail with certified or tracking information (*attach receipts*).

I sent the mail to this/these address/es:

**Clerk’s Action:** The court clerk shall forward a copy of this *Proof of Service* immediately to the following law enforcement agency (*county or city*)   
(*check only one*): [ ] Sheriff’s Office or [ ] Police Department  
*(List the same agency that entered the temporary order, if any)*

This agency shall enter this Proof of Service into WACIC and National Crime Info. Center (NCIC).

**3. Not Able to Serve:**

[ ] I was unable to make personal service on (*name of party)* . I notified the serving party that service was not successful. Personal service was attempted on the following date/s .

[ ] Electronic service was attempted at the following address/es but it bounced back, was undeliverable, or there was no follow-up communication

[ ] I did not mail court documents to *(name of party)* because I do not know the party’s last known address.

**4. List of Documents:**

|  |
| --- |
| ***Important!*** *You must check or write in the title of* ***every*** *document that you served. Use the "Other Documents" box to write in the title of any document not already listed.* |

I served the following documents *(check all that apply)*:

|  |  |
| --- | --- |
| ***New Petition***  [ ] Petition for Protection Order  [ ] Temporary Protection Order and Hearing Notice  [ ] Order to Surrender and Prohibit Weapons  [ ] A **blank** Law Enforcement and Confidential Information Form  [ ] Order Transferring Case and Setting Hearing  [ ] Reissuance of Temporary Protection Order and Notice of Hearing  [ ] Declaration/s of:  [ ] Denial Order  [ ] Notice to Vulnerable Adult | ***After a Full Hearing***  [ ] Protection Order  [ ] Order to Surrender and Prohibit Weapons  [ ] Order Realigning Parties  [ ] Order Extending Order to Surrender and Prohibit Weapons |

|  |  |
| --- | --- |
| ***Renewals***  [ ] Motion for Renewal of Protection Order  [ ] Order Setting Hearing on Renewal  and Extending Order until Hearing  [ ] Order for Renewal of Order for Protection | ***Motions***  [ ] Motion to Modify or Terminate Protection Order  [ ] Motion for Surrender and Prohibition of Weapons  [ ] Notice of Hearing  [ ] Motion to Realign Parties  [ ] Motion to Set Show Cause Hearing - Contempt  [ ] Order on Hearing - Contempt  [ ] Order re Adequate Cause |
| ***Weapons Compliance***  [ ] Findings and Order on Review: Weapons Surrender Compliance  [ ] Order on Hearing - Contempt  [ ] A blank Proof of Surrender  [ ] A blank Declaration of Non-Surrender  [ ] Receipt for Surrender Weapons and Concealed Pistol License  [ ] Order to Release Weapons | ***After a Motion Hearing***  [ ] Order Modifying or Terminating Protection Order  [ ] Order to Surrender and Prohibit Weapons |

|  |
| --- |
| ***Other Documents***  [ ]  [ ]  [ ]  [ ] |

**5.** **Fees Charged for Service:**

[ ] Does not apply.

[ ] Fees: $ + Mileage $ = Total: $

**6. Firearms/Deadly Weapons:**

If an *Order to Surrender and Prohibit Weapons* has been issued in this case. Restrained Person:

[ ] **surrendered** the [ ] firearms [ ] deadly weapons [ ] CPL.  
(file *Law Enforcement Receipt* separately).

[ ] **did not surrender** the firearms/deadly weapons specified in the order *(provide details related to what happened, including any denials of ownership/possession)*:

[ ] **asserted they have no** firearms, deadly weapons, or a CPL.

**7. Other** (*include details such as conduct at time of service, threats, avoidance of service, and statements regarding firearms possession*):

I declare, under penalty of perjury under the laws of the State of Washington, that the statements on this form are true.

Signed at *(city and state):*  Date:

*Signature of server Print or type name of server*

*Law Enforcement Agency (if any)*