



July , 2021

TO: Judicial and Legal Community  
 FROM: Wendy Lamar, AOC Senior Legal Analyst  
 RE: New Proof of Service and Instructions

The Washington Pattern Forms Committee has updated the Return of Service forms, Proof of Mail forms, and Declaration of Mail form, combining them into one Proof of Service form to incorporate changes based on the [Laws of 2021, ch. 215, §18 \(E2SHB 1320\)](#). This form replaces WPF VA 4.020, WPF UH 04.0110, WPF DV 4.020, ST 4.0200, SA 4.020, WPF DV 9.040, WPF VA 9.040, and SA 9.040. This form was also updated to improve clarity and accuracy. The Pattern Forms Committee has also adopted the new Instructions for Proof of Service form. Both forms are effective July 25, 2021.

These protection order Return of Service forms, Proof of Mail forms, and Declaration of Mailing form will be removed from the Administrative Office of the Courts forms website by July 26, 2021: WPF VA 4.020, WPF UH 04.0110, WPF DV 4.020, ST 4.0200, SA 4.020, WPF DV 9.040, WPF VA 9.040, and SA 9.040.

| Form Number | Form Title & Description of Changes   |
|-------------|---|
| PO 004      | <p><b>Proof of Service</b></p> <p>Section 1:</p> <p><u>Removed</u>: “years of age.”</p> <p><u>Changed</u>: “am not the petitioner or respondent” to “not a party to the case.”</p> <p>Section 2 Able to Serve:</p> <p><input type="checkbox"/> [ ] <b>Personal Service:</b> I served <u>the court documents checked in section 4 for this case to</u><br/> <u>(name of party)</u> <u>(name of person served)</u> on<br/> <u>(date)</u> <u>at (time)</u> <u>by giving the documents</u><br/> <u>directly to them</u> at this address:<br/> <u>_____</u> <u>with the documents checked</u><br/> <u>in paragraph 4.</u></p> <p>Note that in VA 4.020 this is sections 3 and 4:</p> |

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

4. I served these documents on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ by giving the documents directly to them at this address:

Added:

[ ] **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, or an incarcerated respondent.

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 other reply from the receiving party (describe or attach): \_\_\_\_\_

Added:

[ ] **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 **two** 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: \_\_\_\_\_

Removed: (found in WPF VA 9.040 Proof of Mailing, WPF DV 9.040 Proof of Mailing, and SA 9.040 Declaration of Mailing):

I certify under the penalty of perjury under the laws of the state of Washington that I am 18 years of age or older and I am not the Petitioner or the Respondent, and that on \_\_\_\_\_ (date) I deposited two copies of the following documents:

in the U.S. mail, postage prepaid, one first class and one certified (return receipt requested), addressed to the  Respondent  Vulnerable Adult  Petitioner at the last known mailing address of: \_\_\_\_\_

3. Not Able to Serve:

I was unable to make personal service on the respondent (name of party) \_\_\_\_\_ .  I notified the petitioner serving party that respondent was not served service was not successful.  Personal service was attempted on the following date(s) \_\_\_\_\_ .

I was unable to make personal service on the petitioner.  I notified the respondent that petitioner was not served.

Electronic service was attempted at the following address/es but it bounced back or was undeliverable \_\_\_\_\_ .

No service was attempted because \_\_\_\_\_ .

I mailed a copy of the documents checked in paragraph 4 to the respondent at his or her last known address \_\_\_\_\_ .

I did not mail the court documents checked in paragraph 4 to the respondent (name of party), because I do not know the respondent's party's last known address.

Note that this is section 2 in VA 4.020 Return of Service:

I was unable to make personal service on the  respondent  vulnerable adult  vulnerable adult's guardian (name of party) \_\_\_\_\_ .  I have notified the petitioner serving party that  respondent  vulnerable adult  vulnerable adult's guardian was not served service was not successful.  Personal service was attempted on the following date(s): \_\_\_\_\_ .

No service was attempted because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 4. List of Documents

**Added: 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.

Reformatted the documents-served lists and combined:

**New Domestic Violence Petition:**

- Petition for Order for Protection
- Temporary Order for Protection and Notice of Hearing
- Reissuance of Temporary Order for Protection and Notice of Hearing

**New Vulnerable Adult Petition:**

- Petition for a Vulnerable Adult Order for Protection
- Temporary Order for Protection and Notice of Hearing
- Reissuance of Temporary Order for Protection and Notice of Hearing

|  |   |   |
|--|---|---|
|  | <input type="checkbox"/> Order to Surrender Weapons (issued without notice) and Notice of Hearing<br><input type="checkbox"/> Order Transferring Domestic Violence Case and Setting Hearing<br><input type="checkbox"/> Declaration/s of: _____<br><input type="checkbox"/> Denial Order  | <input type="checkbox"/> Order to Surrender Weapons (issued without notice) and Notice of Hearing<br><input type="checkbox"/> Notice to Vulnerable Adult<br><input type="checkbox"/> Declaration/s of: _____<br><input type="checkbox"/> Denial Order   |
|  | <p><b>New Sexual Assault Petition:</b></p> <input type="checkbox"/> Petition for a Sexual Assault Protection Order<br><input type="checkbox"/> Temporary Sexual Assault Protection Order and Notice of Hearing<br><input type="checkbox"/> Reissuance of Temporary Sexual Assault Protection Order and Notice of Hearing<br><input type="checkbox"/> Order to Surrender Weapons (issued without notice) and Notice of Hearing<br><input type="checkbox"/> Declaration/s of: _____<br><input type="checkbox"/> Denial Order            | <p><b>New Harassment and/or Stalking Petition:</b></p> <input type="checkbox"/> Petition for Order for Protection – Harassment and/or Stalking [ ] Respondent Under Age 18<br><input type="checkbox"/> Temporary Order for Protection and Notice of Hearing [ ] Respondent Under Age 18<br><input type="checkbox"/> Order to Surrender Weapons (issued without notice) and Notice of Hearing<br><input type="checkbox"/> Declaration/s of: _____<br><input type="checkbox"/> Denial Order   |
|  | <p><b>After a Full Hearing:</b></p> <input type="checkbox"/> Order for Protection<br><input type="checkbox"/> Sexual Assault Protection Order<br><input type="checkbox"/> Order for Protection – Vulnerable Adult<br><input type="checkbox"/> Order for Protection – Harassment [ ] Respondent Under Age 18<br><input type="checkbox"/> Order for Protection – Stalking [ ] Respondent Under Age 18<br><input type="checkbox"/> Order to Surrender Weapons<br><input type="checkbox"/> Order Realigning Parties and Notice of Hearing | <p><b>Renewals:</b></p> <input type="checkbox"/> Petition for Renewal of Order for Protection and Notice of Hearing<br><input type="checkbox"/> Order Setting Hearing on Renewal [ ] and Extending Order until Hearing<br><input type="checkbox"/> Ex Parte Temporary Order for Renewal of Order for Protection and Notice of Hearing<br><input type="checkbox"/> Order for Renewal of Order for Protection<br><input type="checkbox"/> Motion and Declaration for Renewal of Sexual Assault Protection Order<br><input type="checkbox"/> Order Setting Hearing – Sexual Assault<br><input type="checkbox"/> Order on Motion for Renewal of Sexual Assault Protection Order |
|  | <p><b>Motions:</b></p> <input type="checkbox"/> Motion to Modify/Terminate Order for Protection<br><input type="checkbox"/> Motion for Surrender of Weapons<br><input type="checkbox"/> Notice of Hearing<br><input type="checkbox"/> Motion to Realign Parties   | <p><b>After a Motion Hearing:</b></p> <input type="checkbox"/> Order Modifying/Terminating Order for Protection<br><input type="checkbox"/> Order to Surrender Weapons  |
|  | <p><b>Other Documents:</b></p> <input type="checkbox"/> _____<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____   |   |

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| POi 004 | <b>Instructions for Proof of Service</b><br><br>New instructions created to accompany PO 004 Proof of Service. |
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The protection order forms are located on our **List of All Forms** webpage at:  
<http://www.courts.wa.gov/forms/?fa=forms.static&staticID=14>.

The following will be removed from the Washington Courts Forms website.

| <b>Form Number</b> | <b>Form Title</b>      |
|--------------------|------------------------|
| WPF VA 4.020       | Return of Service      |
| WPF UH 04.0110     | Return of Service      |
| WPF DV 4.020       | Return of Service      |
| ST 4.0200          | Return of Service      |
| SA 4.020           | Return of Service      |
| WPF DV 9.040       | Proof of Mailing       |
| WPF VA 9.040       | Proof of Mailing       |
| SA 9.040           | Declaration of Mailing |

**To provide feedback about this Summary of Changes or any of our court forms, please complete the online form available at:**  
<http://www.courts.wa.gov/forms/?fa=forms.formsComments>.