**Superior Court of Washington, County of**

|  |  |
| --- | --- |
| In re:  Petitioner/s *(person/s who started this case)*:    And Respondent/s *(other party/parties)*: | No.  Proof of Service by Mail  (AFML) |

**Proof of Service by Mail**

**Warning!** Use this form **only** if the court has signed an Order to Allow Service by Mail for documents that otherwise must be personally served. Use the Proof of Mailing or Hand Delivery form (FL All Family 112) to show service of documents that do **not** have to be personally served.

*Server declares:*

**1.** My name is: . I am **not** a party to this case. I am 18 or older.

**2. Service by mail allowed** *(Check one):*

[ ] The court signed an order on *(date):* that allows me to serve the documents listed in section **4** below by mail.

[ ] I served a *Summons* and *Petition to Modify Child Support* *Order* to change a *Child Support Order* that was signed by a Washington State Court. *(The law allows these documents to be served by return receipt mail without a court order. RCW 26.09.175(2)(a).)*

[ ] I served a *Notice of Intent to Move with Children (Relocation)*. *(The law allows this Notice to be served by return receipt mail without a court order. RCW 26.09.440*.*)*

[ ] I served an *Objection about Moving with Children and Petition about Changing a Parenting/Custody Order (Relocation)*. *(The law allows this Objection to be served by return receipt mail without a court order. RCW 26.09.480*.*)*

**3.** On *(date):* , I personally mailed **two copies** of the documents listed below to *(name):* at each address listed below. I mailed one copy by regular, prepaid first class mail. I mailed the other copy by certified mail with return receipt requested. The return receipt is taped below.

(Check all that apply):

[ ] Last known mailing address:

*street number or P.O. box city state zip*

[ ] Other appropriate address approved by the court:

Addressed to them: [ ] directly [ ] in care of *(name):*   
at:

*street number or P.O. box city state zip*

**4. List all documents you served** *(check all that apply)****:****(The most common documents are listed below. Check only those documents that were served. Use the “Other” boxes to write in the title of each document you served that is not already listed.)*

|  |  |
| --- | --- |
| [ ] Petition to/for | [ ] Notice of Hearing |
| [ ] Summons *(Attach a copy.)* | [ ] Motion for Temporary Family Law Order  [ ] and Restraining Order |
| [ ] Order Setting Case Schedule | [ ] Proposed Temporary Family Law Order |
| [ ] Notice Re Military Dependent | [ ] Motion for Immediate Restraining Order (Ex Parte) |
| [ ] Proposed Parenting Plan | [ ] Immediate Restraining Order (Ex Parte) and Hearing Notice |
| [ ] Proposed Child Support Order | [ ] Restraining Order |
| [ ] Proposed Child Support Worksheets | [ ] Motion for Contempt Hearing |
| [ ] Sealed Financial Documents | [ ] Order to Go to Court for Contempt Hearing |
| [ ] Financial Declaration | [ ] Notice of Intent to Move with Children (Relocation) |
| [ ] Declaration of: | [ ] Objection about Moving with Children and Petition about Changing a Parenting/ Custody Order (Relocation) |
| [ ] Declaration of: | [ ] Other: |
| [ ] Declaration of: | [ ] Other: |
| [ ] Declaration of: | [ ] Other: |

**5.** Other information (if any):

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*

**To the party having these documents served:**

* File the original *Proof of Service* *by Mail* with the court clerk.
* If you served a *Restraining Order* signed by the court, you must also give a copy of this *Proof of Service by Mail* and a *Law Enforcement Information Sheet* to law enforcement.

***Tape return receipt below:***