

_____ Court of Washington, County of _____	
_____ Petitioner	No. _____ Proof of Service (RTS) Clerk's Action Required: 2C
_____ vs.	
_____ Respondent	_____ Date of Birth

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:**

A. ☐ **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:

B. ☐ **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*): _____

- C. ☐ **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	After a Full Hearing
☐ Petition for Protection Order	☐ Protection Order
☐ Temporary Protection Order and Hearing Notice	☐ Order to Surrender and Prohibit Weapons
☐ Order to Surrender and Prohibit Weapons	☐ Order Realigning Parties
☐ A blank Law Enforcement and Confidential Information Form	☐ Order Extending Order to Surrender and Prohibit Weapons
☐ Order Transferring Case and Setting Hearing	
☐ Reissuance of Temporary Protection Order and Notice of Hearing	
☐ Declaration/s of: _____	

☐ Denial Order ☐ Notice to Vulnerable Adult		
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)