

**CAO UD INSTRUCTION 2-1**  
**COMPLETING FORM CAO UD 2-1 AFFIDAVIT OF SERVICE OF EVICTION  
SUMMONS AND COMPLAINT**

This document is necessary to prove to the Court that the defendant was properly served a copy of your Complaint and Summons. This must be served by a person who is not a party to the action. The person must be over 18 years old, will not be a party to the lawsuit, and is not employed by the owner. If you use a process server or sheriff's department they will probably have their own affidavit of service. It may be called a return of service or other such name but is a document stating that they have served the defendant with your complaint. If a friend or acquaintance serves the defendant for you, you will fill out this Affidavit of Service document with the appropriate information and the server must sign and date it certifying that the information is true and accurate, subject to the penalty of perjury if it is not.

How to fill in this document:

- ❑ In the top left hand corner of the document fill in your name, address, telephone number, and email address (if you have one).
- ❑ In the blanks in the heading of the document, make sure that you type in the judicial district and county where you filed your action.
- ❑ Inside of the box in the heading on the first two lines type in your name(s) as the *plaintiff(s)*, owners of the property. The name of the tenant(s) is/are typed on the second two lines as the *defendant(s)*. These lines must match the Complaint.
- ❑ In the blank after "Case No." fill in the number that was assigned when the case was filed.
- ❑ Type the name of the county in which the server resides on the blank in paragraph 1.
- ❑ Type the name of the defendant who was served on the blank line following the word "on" in paragraph 2. (If there is more than 1 Defendant, you must serve each one.) The process server can fill in the date and place of service in paragraph 2 after serving the Summons and Complaint.