

CASE NUMBER _____
**EVIDENCE OF SERVICE BY
REGISTERED OR CERTIFIED MAIL
SMALL CLAIMS**

Plaintiff(s) Name/Address/Phone
V.

Defendant(s) Name/Address/Phone

A copy of the SUMMONS and COMPLAINT in this action was served by registered or certified mail.

The date of service is:

_____ the date of delivery to, and signature of, the defendant, as shown on the attachment.
OR

the date the return receipt is filed with the court (*because the date of delivery is not entered, or the date entered is illegible*).

Print your completed Evidence of Service form and attach the green card to the form as indicated. Then mail or deliver the Evidence of Service with the attached "green card" to the court. Keep a copy of the Evidence of Service and a copy of the "green card" for your records.

The Return Receipt (green card) is attached:

Date: _____

Plaintiff

**PLACE
GREEN CARD
HERE**