

IN THE JUSTICE COURT OF THE STATE OF OREGON
FOR THE COUNTY OF MARION
SMALL CLAIMS DEPARTMENT

Case No: _____

Plaintiff
v.

Defendant

CERTIFICATE OF SERVICE

(ORCP7D(2))

- (a) Personal Service
 (b) Substitute Service
 (c) Office Service
 (d) Service By Mail

I, (name) _____, declare that I am a resident of the state of _____ . I am a competent person 18 years of age or older and not a party to or lawyer in this case. I certify that the person served is the person named above.

I served true copies of the original Small Claim and Notice of Small Claim by (check a, b, c, or d and complete all information):

(a) Personal Service on (date) _____ at _____ a.m./p.m., to { Plaintiff Defendant} _____ (name) in person at the following address _____ in the County of _____, State of _____.

(b) Substitute Service on (date) _____, at _____ a.m./p.m., by delivering to them to the following address _____ in the County of _____, State of _____. Delivered to (name) _____, who is a person age 14 or older and who lives there. (Complete the section below only if the server also did the follow-up mailing required by ORCP7D(2). If a person other than the server did the follow-up mailing, that person must complete a separate Certificate of Mailing.)

On (date) _____, I personally deposited a true copy of the same documents served with the U.S. Postal Service, via first class mail, in a sealed envelope, postage paid, addressed to the party to be served: Plaintiff Defendant (name) _____, at the party's home address listed above, together with a statement of the date, time and place that the documents were hand-delivered to the party's dwelling (residence).

(c) Office Service on (date) _____, at _____
a.m./p.m., by delivering them to the office of the party to be served, located at:
(address) _____

_____,
during normal business hours for that office, where I left the documents with (name) _____,
who is a person apparently in charge, to give documents to the party to be served. (Complete the section below only if the server also
did the follow-up mailing required by ORCP7D(2). If a person other than the server did
the follow-up mailing, that person must complete a separate Certificate of Mailing.)

On (date) _____, I personally deposited a true copy of the
same documents served with the U.S. Postal Service, via first class mail, in a sealed
envelope, postage paid, addressed to the party to be served: Plaintiff Defendant
(name) _____, at the party's home address at (address) _____
_____ **OR** business address
above, together with a statement of the date, time and place that the documents were
hand-delivered to the party's office.

(d) Service by Mail, Return Receipt Requested on (date) _____,
I personally deposited **two** true copies with the U.S. Postal Service. **One** by first class
mail, and the **other** by certified or registered mail, Return Receipt Requested, or by
express mail, postage paid, addressed to the party to be served: Plaintiff Defendant
(name) _____, at the party's home address located at: _____

_____.
(NOTE: If mailed Return Receipt Requested, the return receipt must be attached to this
Certificate of Service)

**I hereby declare that the above statements are true to the best of my knowledge
and belief. I understand they are made for use in court and I am subject to penalty
for perjury.**

Date

Signature of Server

Name (printed)

If person serving is NOT a sheriff or sheriff's deputy, address and phone number of server:

