


ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, Rincon Civil Trial Court Bar number, and address):     TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS: _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
 <b>RINCON CIVIL TRIAL COURT, RINCON BAND OF LUISEÑO INDIANS</b> Email: Clerk@RinconTribalCourt.org Telephone: (760) 297-2326 Website: www.RinconTribalCourt.org	
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
<p style="text-align: center;"><b>PROOF OF SERVICE OF SUMMONS</b></p>	

*(Separate proof of service is required for each party served.)*

1. At the time of service I was at least 18 years of age and not a party to this action.
2. I served copies of:
  - a. ☐ summons
  - b. ☐ complaint or cross-complaint
  - c. ☐ Civil Case Cover Sheet
  - d. ☐ other (specify documents):
3. a. Party served (specify name of party as shown on documents served):  
  
 b. ☐ Person (other than the party named in item 3.a.) served on behalf of an entity or as an authorized agent (and not a person under item 5.b. on whom substituted service was made) (specify name and relationship to the party named in item 3.a.):
4. Address where the party was served:
5. I served the party (check proper box)
  - a. ☐ **by personal service.** I personally delivered the documents listed in item 2 to the party or person authorized to receive service of process for the party (1) on (date): \_\_\_\_\_ (2) at (time): \_\_\_\_\_
  - b. ☐ **by substituted service.** on (date): \_\_\_\_\_ at (time): \_\_\_\_\_ I left the documents listed in item 2 with or in the presence of (name and title or relationship to person indicated in item 3):  
  
 (1) ☐ **(business)** an agent authorized by appointment or law at the office or usual place of business of the business entity to be served. I informed him or her of the general nature of the papers.  
 (2) ☐ **(home)** a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the party. I informed him or her of the general nature of the papers.  
 (3) ☐ I thereafter mailed (by first-class, postage prepaid) copies of the documents to the business entity to be served at the place where the copies were left (Rincon Code Civ. Proc., §3.311(b)(4)(D)). I mailed the documents on (date): \_\_\_\_\_ from (city): \_\_\_\_\_ or ☐ a declaration of mailing is attached.  
 (4) ☐ I attach a **declaration of diligence** stating actions taken first to attempt personal service.
  - c. ☐ **by Certified Mail service.** on (date): \_\_\_\_\_ from (city): \_\_\_\_\_  
 I mailed (by first-class U.S. Certified Mail, Return Receipt Requested) copies of the documents to the person or business entity to be served. (Attach the U.S. Return Receipt completed by the person or business entity served.)

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d. ☐ **by other means** (*specify means of service and authorizing code section*):

☐ Additional page describing service is attached.

5. The "Notice to the Person Served" (on the summons) was completed as follows:

a. ☐ as an individual defendant.

b. ☐ as the person sued under the fictitious name of (*specify*):

c. ☐ as occupant.

d. ☐ On behalf of (*specify*):

under the following Rincon Code of Civil Procedure section:

☐ §3.311(b)(4)(D) (corporation)

☐ §3.311(b)(4)(B) (minor)

☐ §3.311(b)(4)(D) (partnership)

☐ §3.311(b)(4)(C) (ward or conservatee)

☐ §3.311(b)(4)(D) (other business entity)

☐ §3.311(b)(4)(D) (authorized person)

☐ §3.311(b)(4)(E) (Rincon Band)

☐ §3.311(b)(4)(A) (occupant)

☐ other:

#### 6. Person who served papers

a. Name:

b. Address:

c. Telephone number:

d. **The fee** for service was: \$

e. I am:

(1) ☐ not a registered California process server.

(2) ☐ exempt from registration under Business and Professions Code section 22350(b).

(3) ☐ a registered California process server:

☐ owner ☐ employee ☐ independent contractor.

(i) Registration No.:

(ii) County:

7. ☐ **I declare** under penalty of perjury under the laws of the Rincon Band of Luiseño Indians, and the laws of the State of California, that the foregoing is true and correct, **or**

8. ☐ **I am a Rincon Band Tribal Law Enforcement Officer and** I certify that the foregoing is true and correct.

9. ☐ **I am a California sheriff or marshal and** I certify that the foregoing is true and correct.

Date:



\_\_\_\_\_  
(NAME OF PERSON WHO SERVED PAPERS/OFFICER, SHERIFF OR MARSHAL)

\_\_\_\_\_  
(SIGNATURE)