



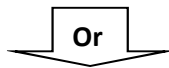
Federal *Pro Se* Clinic

CENTRAL DISTRICT OF CALIFORNIA: WESTERN DIVISION

▣ Serving a Local or Municipal Government ▣

If you are a plaintiff and you have filed a Complaint, you must arrange for delivery of a copy of the Summons and Complaint to each defendant in your case. This is called “service of process.” However, a plaintiff cannot serve the Summons and Complaint. The person who serves the Summons and Complaint (the “server”) must be **at least 18 years old** and **not a party to the lawsuit**. Your **server** can serve a defendant that is a local or municipal government (such as a city or county) by doing **either** of the following:

1. **Hand deliver the Summons and Complaint to the City Clerk or the County Clerk.** Information on city or county clerks in California can be found on the California Roster, available on the Secretary of State’s website (www.ss.ca.gov) or through the county clerk.



2. **Leave the Summons and Complaint at the City or County Clerk’s place of business.** Your server may leave the Summons and Complaint at the **City or County Clerk’s usual place of business** with somebody in charge who is at least 18 years old. At that time, your server must tell the person that the papers are a Summons and Complaint for the city or county. The server must then mail a second copy of the Summons and Complaint to the address where the papers were left, addressed to the City or County Clerk.

*Because serving the Summons and Complaint can be complicated, please read Rule 4 of the Federal Rules of Civil Procedure and consider **consulting an attorney**.*

DON’T FORGET!

*You must file a **proof of service form** signed by the server (see attached form) so the court knows that you served the right defendant.*

1 _____ (Plaintiff's Full Name)
2 _____ (Email Address)
3 _____ (Address Line 1)
4 _____ (Address Line 2)
5 _____ (Phone Number)

6 Plaintiff in Pro Per

7
8 **UNITED STATES DISTRICT COURT**
9 **CENTRAL DISTRICT OF CALIFORNIA**

10
11 _____,
12 **Plaintiff,**
13 **vs.**
14 _____
15 _____
16 _____
17 _____,
18 **Defendant(s).**
19

Case No.: _____

**PROOF OF SERVICE ON A
LOCAL OR MUNICIPAL
GOVERNMENT**

20
21 I, _____, declare as follows:
22 (name of server)

23 1. At the time of service I was at least 18 years of age and **not a party to this**
24 **lawsuit.**

25
26 2. I served copies of the summons, complaint, and certificate and notice of
27 interested parties (hereinafter referred to as "copies").

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3. I served the defendant _____.
(name of Defendant)

4. I served the copies by: **(check only one)**

a. **Personal Service** in compliance with the California Code of Civil Procedure. I personally delivered copies to the City Clerk or County Clerk of the entity named in ¶ 3:

Name: _____
Title: _____ (City Clerk or County Clerk)
Date: _____ Time: _____
Address: _____ (street)
_____ (city, state, zip code)

b. **Combination Service at City Clerk or County Clerk’s Place of Business** in compliance with the California Code of Civil Procedure. I personally delivered copies to a person apparently in charge of the office who was at least 18 years of age and informed him or her of the general nature of the papers. I left the copies with:

Name: _____
Date: _____ Time: _____
Address: _____ (street)
_____ (city, state, zip code)

I also mailed copies to the office or place of business addressed to the City Clerk or County Clerk on _____.
(date)

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5. My name, address, and telephone number are:

_____ (Full Name)

_____ (Address Line 1)

_____ (Address Line 2)

_____ (Phone Number)

6. I am not a registered California process server.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ at _____.
(date) (place of signing)

_____ (Signature)

_____ (Name)