



## Federal *Pro Se* Clinic

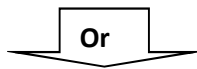
CENTRAL DISTRICT OF CALIFORNIA: WESTERN DIVISION

### ▣ Serving a State Agency or Local Government Agency ▣

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 state or local government agency by doing **either** of the following:

1. **Hand deliver the Summons and Complaint to the head of the agency.**

Information on the head of agencies within California can be found on the California Roster, available on the Secretary of State’s website ([www.sos.ca.gov](http://www.sos.ca.gov)) or through the county clerk.



2. **Leave the Summons and Complaint at the agency’s place of business.**

Your server may leave the Summons and Complaint at the **agency’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 agency. The server must then mail a second copy of the Summons and Complaint to the address where the papers were left, addressed to the head of the agency.

*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

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

|   |   |
|---|---|
| 11 _____,<br>12 <b>Plaintiff,</b><br>13 vs.<br>14 _____<br>15 _____<br>16 _____<br>17 _____,<br>18 <b>Defendant(s).</b> | Case No.: _____<br><br><b>PROOF OF SERVICE ON A<br/>STATE AGENCY OR LOCAL<br/>GOVERNMENT AGENCY</b> |
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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.**

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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 head of the agency named in ¶ 3:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_ (head of the agency)  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Address: \_\_\_\_\_ (street)  
\_\_\_\_\_ (city, state, zip code)

b. **Combination Service at Agency'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 head of the agency 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)