



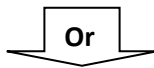
## Federal *Pro Se* Clinic

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](http://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).

Case No.: \_\_\_\_\_

19  
20  
21 **PROOF OF SERVICE ON A**  
22 **LOCAL OR MUNICIPAL**  
23 **GOVERNMENT**

24 I, \_\_\_\_\_, declare as follows:  
25 (name of server)

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

28 2. I served copies of the summons, complaint, and certificate and notice of  
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)