



Federal *Pro Se* Clinic

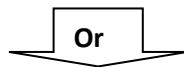
CENTRAL DISTRICT OF CALIFORNIA: WESTERN DIVISION

▣ 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) 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

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

11 _____,

12 Plaintiff,

13 vs.

14 _____

15 _____

16 _____

17 _____,

18 Defendant(s).

Case No.: _____

19
20 **PROOF OF SERVICE ON A**
STATE AGENCY OR LOCAL
GOVERNMENT AGENCY

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").

28 ///

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)

///

///

///

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)