

**CAO TR INSTRUCTION 2-1**  
**COMPLETING AFFIDAVIT OF SERVICE of Summons and Complaint**  
**(Specific Performance and Expedited Hearing )**

This document is necessary to prove to the Court that the defendant was properly served (delivered) a copy of your Complaint and Summons. This must be served by a person who is not a party to the law suit. If you use a process server or sheriff's department they will probably have their own affidavit of service. It may be called a return of service or other such name but is a document stating that they have served the defendant with your complaint. If a friend or acquaintance serves the landlord for you, you will fill this Affidavit of Service document with the appropriate information and the server must sign it in front of a notary public.

How to fill in this document:

- In the top left hand corner of the document you put your name on the first line and your address on the second and third lines. Put your phone number, including area code, on the fourth line.
- Inside of the box in the heading on the first two lines fill in your name(s) as the *plaintiff(s)*. The name(s) the landlord(s) is/are typed on the second two lines as the *defendant(s)*.
- In the blank after "Case No." fill in the number that was assigned when the case was filed.
- Type the name of the county in which the server resides on the blank in paragraph 1
- Type the name of the defendant who was served on the blank line following the word "on" in paragraph 2. (If there is more than 1 Defendant you must serve each one. Use two separate Affidavits of Service.) The process server can fill in the date and place of service, after serving the Summons and Complaint.