

County Court, Denver County, Colorado 1437 Bannock Street, Room 135 Denver, Colorado 80202, 720-865-7840	
<b>Plaintiff(s):</b>  <b>V.</b>  <b>Defendant(s):</b>	<b>▲ COURT USE ONLY ▲</b>
Attorney or Party Without Attorney (Name and Address):  Phone Number:                      E-mail: FAX Number:                         Atty. Reg. #:	Case Number:  Division: <b>Civil</b> Courtroom:
<b>AFFIDAVIT OF SERVICE</b>	

I declare under oath that I am 18 years or older and not a party to the action and that I served **THE FOLLOWING DOCUMENTS** \_\_\_\_\_ on the Defendant /Respondent in \_\_\_\_\_ (name of County/State) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) at the following location \_\_\_\_\_.

By handing the documents to a person identified to me as the Defendant/Respondent: \_\_\_\_\_ (print name of person served).

By identifying the documents, offering to deliver them to a person identified to me as the Defendant/Respondent who refused service, and then leaving the documents in a conspicuous place.

By leaving the documents at the Defendant/Respondent's usual place of abode with \_\_\_\_\_ (Name of Person) who is a member of the Defendant/Respondent's family and whose age is 18 years or older. (Identify family relationship) \_\_\_\_\_.

By leaving the documents at the Defendant/Respondents usual workplace with \_\_\_\_\_ (Name of Person) who is the Defendant/Respondent's secretary, administrative assistant, bookkeeper, or managing agent. (Circle title of person served.)

By leaving documents with \_\_\_\_\_ (Name of Person), who as \_\_\_\_\_ (title) is authorized by appointment or by law to receive service of process for the Defendant/Respondent.

By serving the documents as follows (other service permitted by C.R.C.P. 4(g) or C.R.C.P. 304(c)(d) and (e):  
\_\_\_\_\_

**For Eviction Cases Only.**  
 I have made diligent efforts such as \_\_\_\_\_ (list personal service attempts) but have been unable to make personal service on the Defendant/Respondent(s) and I have made service of the within Summons and Complaint by posting a copy of them in a conspicuous place upon the premises described therein.

Private process server

Sheriff, \_\_\_\_\_ County

Fee \$ \_\_\_\_\_ Mileage \$ \_\_\_\_\_

---

**VERIFICATION AND ACKNOWLEDGMENT**

I, \_\_\_\_\_ (name) swear/affirm under oath, and under penalty of perjury, that I have read the foregoing *AFFIDAVIT OF SERVICE* and that the statements set forth therein are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Process Server

\_\_\_\_\_  
Name (Print or type)

Subscribed and affirmed, or sworn to before me in the County of \_\_\_\_\_, State of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public