

## Superior Court of Washington, County of Island

Petitioner	Date of Birth	No. _____
vs.		<b>Proof of Service</b>
Respondent	Date of Birth	(RTS/RTSPO)
		<b>Clerk's Action Required: 2C, 4</b>

### Proof of Service

**Important!** Promptly file this completed form with the court clerk.

Server declares:

1. My name is \_\_\_\_\_ I am 18 or older.  
I am [ ] a peace officer [ ] **not** a party to this case.
2. **Able to Serve:**

A. [ ] **Personal Service:** I served the court documents checked in section 4 for this case to (*name of party*) \_\_\_\_\_  
on (*date*) \_\_\_\_\_ at (*time*) \_\_\_\_\_  
by giving the documents directly to them at this address:  
\_\_\_\_\_

B. [ ] **Electronic Service:**

**Important!** Do not use electronic service if your case involves the surrender of firearms, transfer of child custody, removing Respondent from the parties' shared residence, an incarcerated Respondent, or a petition for a vulnerable adult protection order is filed by someone other than the vulnerable adult. In these cases, after 2 unsuccessful attempts at personal service, you can ask the court to authorize electronic service.

I served the court documents checked in section 4 for this case to  
(*name of party*) \_\_\_\_\_  
on (*date*) \_\_\_\_\_ at (*time*) \_\_\_\_\_ via  
[ ] email [ ] text [ ] social media applications [ ] other technology  
At the following email address/s, phone number/s, social media application and username, or other address: \_\_\_\_\_

I received a read receipt or communication from the receiving party (*describe or attach*): \_\_\_\_\_

C.  **Service by Mail:** I served the court documents checked in section 4 for this case to (*name of party*) \_\_\_\_\_ on (*date*) \_\_\_\_\_ at (*time*) \_\_\_\_\_.

I sent 2 copies of the documents, postage prepaid: one by ordinary, first-class mail and one by other mail with certified or tracking information (*attach receipts*).

I sent the mail to this/these address/es: \_\_\_\_\_

**Clerk's Action:** The court clerk shall forward a copy of this *Proof of Service* immediately to the following law enforcement agency (*county or city*) \_\_\_\_\_ (*check only one*):  Sheriff's Office or  Police Department  
(*List the same agency that entered the temporary order, if any*)

This agency shall enter this Proof of Service into WACIC and National Crime Info. Center (NCIC).

3. **Not Able to Serve:**

I was unable to make personal service on (*name of party*) \_\_\_\_\_. I notified the serving party that service was not successful. Personal service was attempted on the following date/s \_\_\_\_\_.

Electronic service was attempted at the following address/es but it bounced back, was undeliverable, or there was no follow-up communication \_\_\_\_\_

I did not mail court documents to (*name of party*) \_\_\_\_\_ because I do not know the party's last known address.

4. **List of Documents:**

**Important!** You must check or write in the title of **every** document that you served. Use the "Other Documents" box to write in the title of any document not already listed.

**Clerk's Action:** Form code is RTS unless otherwise specified below.

I served the following documents (*check all that apply*):

<b>New Petition</b>	<b>After a Full Hearing</b>
<input type="checkbox"/> Petition for Protection Order	<input type="checkbox"/> Protection Order (RTSPO)
<input type="checkbox"/> Temporary Protection Order and Hearing Notice (RTSPO)	<input type="checkbox"/> Order to Surrender and Prohibit Weapons
<input type="checkbox"/> Order to Surrender and Prohibit Weapons	<input type="checkbox"/> Order Realigning Parties
<input type="checkbox"/> A <u>blank</u> Law Enforcement and Confidential Information Form	<input type="checkbox"/> Order Extending Order to Surrender and Prohibit Weapons
<input type="checkbox"/> Order Transferring Case and Setting Hearing	
<input type="checkbox"/> Reissuance of Temporary Protection Order and Notice of Hearing	

<input type="checkbox"/> Declaration/s of: _____     <input type="checkbox"/> Denial Order <input type="checkbox"/> Notice to Vulnerable Adult		
<b>Renewals</b> <input type="checkbox"/> Motion to Renew Protection Order <input type="checkbox"/> Petition and Motion to Renew Protection Order - Protected Minor <input type="checkbox"/> Order Setting Hearing on Renewal and Extending Order Until Hearing <input type="checkbox"/> Order for Renewal of Order for Protection	<b>Motions</b> <input type="checkbox"/> Motion to Modify or Terminate Protection Order <input type="checkbox"/> Motion for Surrender and Prohibition of Weapons <input type="checkbox"/> Order Scheduling Hearing about a Protection Order <input type="checkbox"/> Motion to Realign Parties <input type="checkbox"/> Motion to Set Show Cause Hearing - Contempt <input type="checkbox"/> Order on Hearing - Contempt <input type="checkbox"/> Order re Adequate Cause	
<b>Weapons Compliance</b> <input type="checkbox"/> Findings and Order on Review: Weapons Surrender Compliance <input type="checkbox"/> Order on Hearing - Contempt <input type="checkbox"/> A blank Proof of Surrender <input type="checkbox"/> A blank Declaration of Non-Surrender <input type="checkbox"/> Receipt for Surrender Weapons and Concealed Pistol License <input type="checkbox"/> Order to Release Weapons	<b>After a Motion Hearing</b> <input type="checkbox"/> Order Modifying or Terminating Protection Order <input type="checkbox"/> Order to Surrender and Prohibit Weapons	
<b>Other Documents</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

**5. Fees Charged for Service:**

Does not apply.  
 Fees: \$\_\_\_\_\_ + Mileage \$\_\_\_\_\_ = Total: \$\_\_\_\_\_

**6. Firearms/Deadly Weapons:**

If an *Order to Surrender and Prohibit Weapons* has been issued in this case. Restrained Person:

**surrendered** the [ ] firearms [ ] deadly weapons [ ] CPL.  
(file *Law Enforcement Receipt* separately).

**did not surrender** the firearms/deadly weapons specified in the order (*provide details related to what happened, including any denials of ownership/possession*):

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**asserted they have no** firearms, deadly weapons, or a CPL.

7. **Other** (*include details such as conduct at time of service, threats, avoidance of service, and statements regarding firearms possession*):

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I declare, under penalty of perjury under the laws of the State of Washington, that the statements on this form are true.

Signed at (*city and state*): \_\_\_\_\_ Date: \_\_\_\_\_



\_\_\_\_\_  
*Signature of server*

\_\_\_\_\_  
*Print or type name of server*

\_\_\_\_\_  
*Law Enforcement Agency (if any)*