

ATTORNEY OR PARTY WITHOUT ATTORNEY (NAME, ADDRESS AND TELEPHONE NUMBER):	FOR COURT USE ONLY
ATTORNEY FOR (NAME): SUPERIOR COURT OF CALIFORNIA, COUNTY OF CONTRA COSTA STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PROOF OF SERVICE – ALTERNATE SERVICE PER FC 6340(A)(2)	CASE NUMBER:

To be used only if the Court has issued an Order Granting Alternative Service (DV-117)

1. Name of Party Asking for Protection:

2. Name of Party to Be Restrained:

3. Notice to Server:

- You must be 18 years of age or older.
- You must not be listed in items 1 or 8 of DV-100 (*Request for Domestic Violence Restraining Order*).
- You must give a copy of all documents checked in #4 to the Restrained Party in #2. Then complete and sign this form, and give or mail it to the party in #1.

4. I gave the party in #2 a copy of all the documents checked below:

- a. DV-109 with DV-100 and a blank DV-120 (*Notice of Court Hearing: Request for Domestic Violence Restraining Order; blank Response to Request for Domestic Violence Restraining Order*)
- b. DV-120-INFO (*How Can I Respond to a Request for Domestic Violence Restraining Order?*)
- c. Blank DV-250 (*Proof of Service by Mail*)
- d. DV-110 (*Temporary Restraining Order*)
- e. DV-105 and DV-140 (*Request for Child Custody and Visitation Orders, Child Custody and Visitation Order*)
- f. FL-150 with a blank FL-150 (*Income and Expense Declaration*)
- g. DV-115 (*Request to Continue Hearing*)
- h. DV-116 (*Order on Request to Continue Hearing*)
- i. DV-117 (*Order Granting Alternative Service*)
- j. DV-170 (*Notice of Order Protecting Information of Minor*) and file-stamped DV-165 (*Order on Request to Keep Minor's Information Confidential*), **if granted.**
- k. Other (*specify*): _____

5. The above papers were given to the party in #2 in the following manner, as directed on DV-117 (*Order Granting Alternative Service*):

- a. **Substituted Service.** On (date): _____ at (time): _____, I left the copies with or in the presence of (name): _____ who is (specify title or relationship to the Restrained Party): _____:
- (1) **(Home)** a competent member of the household (at least 18 years of age) at the home of the Restrained Party, at (address): _____ . OR
- (2) **(Workplace)** an adult person who was apparently in charge at the office or usual place of business of the Restrained Party, at (address): _____ .
I thereafter mailed additional copies by first class, postage prepaid mail to the Restrained Party at the place where the copies were left (CCP §415.20(b) on (date): _____.
- b. **Publication in a newspaper.** Beginning on (first date of publication): _____, I had the copies published at least once a week for 4 weeks in a row in the following newspaper (name of publication): _____.
- c. **Posting at the courthouse.** Beginning on (first date of posting): _____ until (date documents were removed – at least 28 days from first date of posting): _____, the documents were posted at (location of posting): _____, and copies were mailed to the Restrained Party at (last known address): _____.
- d. **Other:** _____.

6. **Server's Information**

Name: _____

Address (street, city, state, zip code): _____

Telephone: _____

(If you are a registered process server): County of registration: _____

Registration number: _____

7. **Server's Signature**

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Print or type server's name

➤ _____
Server signs here

INSTRUCTIONS TO CLERK: Send this form immediately to law enforcement for entry into CLETS. The information on this form must be entered into CLETS within one business day.