

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION**

Plaintiff

vs.

_____ LIT _____
(linked to _____)
(Estate of: _____)

Defendant(s)

AFFIDAVIT OF SERVICE BY PROCESS SERVER

I, _____, having been duly authorized to make service in the above captioned case, hereby depose and say:

1. My age and date of birth are: _____

2. My residential or business address is: _____
_____.

3. I am not a party and am without an interest in this case.

4. On _____, 20__, at _____ a.m./p.m. I served a summons, a copy of the complaint and the initial order setting the case for an Initial Scheduling Conference as follows (check one of the following):

On the defendant _____, personally, at _____
_____.

By leaving said copy with _____, a person of suitable age and discretion, who resides with defendant at _____
_____.

For a corporation, partnership, or association only:
I served _____, who is:
 an officer a managing or general agent
 an agent authorized by appointment or law to receive service of process

5. Set forth specific facts from which the Court can determine that process was served as indicated above and in compliance with Superior Court, Civil Division Rule 4, including a physical description (approximate age, height, weight) of any person on whom service was made:

_____.

Signature of Process Server

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public/Deputy Clerk

My commission expires

**** A separate Affidavit is required for service on each named Defendant ****