

SALT LAKE CITY JUSTICE COURT
 333 SOUTH 200 EAST, PO BOX 145499, SALT LAKE CITY, UT 84111-5499
 Phone: 801-535-6301 / Fax: 801-535-6302

Name _____, Plaintiff)

Street Address _____)

City, State, ZIP _____)

vs. _____)

Name _____, Defendant)

Street Address _____)

City, State, ZIP _____)

SMALL CLAIMS

CERTIFICATE OF SERVICE

OF AFFIDAVIT AND SUMMONS

Case No. _____

I certify that I served a copy of the Affidavit and Summons on the following defendants by registered mail, certified mail or commercial courier service that requires the defendant to sign a receipt and provides for return of that receipt to me.

- The original document acknowledging receipt is attached.
- The receipt of payment is attached.
- The copy of the Small Claims Affidavit and Summons that I mailed is attached.

Name	Address	Method of Service	Date of Receipt
		<input type="checkbox"/> Registered Mail <input type="checkbox"/> Certified Restricted Delivery Mail <input type="checkbox"/> Commercial Courier Service	
		<input type="checkbox"/> Registered Mail <input type="checkbox"/> Certified Restricted Delivery Mail <input type="checkbox"/> Commercial Courier Service	
		<input type="checkbox"/> Registered Mail <input type="checkbox"/> Certified Restricted Delivery Mail <input type="checkbox"/> Commercial Courier Service	
		<input type="checkbox"/> Registered Mail <input type="checkbox"/> Certified Restricted Delivery Mail <input type="checkbox"/> Commercial Courier Service	

This form must be filed with the court no later than 10 business days after service is made.

Your case will not be scheduled on the court's calendar, if you do not provide the court with this form and its attachments.

I have not included any non-public information in this document.

I declare under penalty of Utah Code Section 78B-5-705 that everything stated in this document is true and correct.

Date _____ Sign here ► _____

Typed or printed name _____

Disability Accommodations. If you need accommodation of a disability, contact a judicial service assistant at least 3 days before the hearing.