

SC-105 Proof of Service

DRAFT

Idaho District Court, Dist. # _____ Small Claims
County: _____
Case #: _____

Plaintiff: Fill out 1 form for each Defendant in your case, then:

- ✓ Fill out **1 - 3** below.
- ✓ Give this form and the forms checked in **3** to the server.
(The server fills out 4 - 5 below, then returns this form to you.)
- ✓ File the completed *Proof of Service* form with the Clerk.

1 Plaintiff *(person who started this case):*

First Middle Last

Plaintiff's Address and Phone #:

Street City State Zip Phone

2 Defendant *(person being sued):*

First Middle Last

3 Papers to be served *(check all that apply):*

- Notice of Small Claim
- Defendant's Answer (blank)
- What to do if someone sues you
- Other *(specify):* _____

Server: Fill out below after serving, then sign in front of a Notary.

4 My name is: _____. I am a *(check one)*: Sheriff Process server Other adult, and **not** involved in this case. I served the Defendant the papers checked in **3** above on *(date)*: _____ at *(list address)*: _____.

Describe service *(check one)*:

- I personally served the Defendant.
- I personally served _____, an adult (18 or older) at Defendant's home.
- I personally served _____, the agent or representative authorized to receive service on the Defendant's behalf.

5 Server signs in front of a Notary

Notary Declaration – State of Idaho, County: _____ Notary Comm. expires *(date)*: _____

Server's Signature: _____ Date: _____