

FORM 16C
CERTIFICATE OF SERVICE BY SHERIFF

(if a separate document insert general heading)

CERTIFICATE OF SERVICE BY SHERIFF

(Personal service)

I, *(full name)*, Sheriff *(or Deputy Sheriff)* of _____, certify that on *(date)*, at *(time)*, I served *(identify person served)* with *(identify documents served)* by leaving a copy with him *(or her)* at *(address where service was made)*. *(Where the rules provide for personal service on a corporation, etc., by leaving a copy of the document with another person, substitute: by leaving a copy with (identify person by name and title) at (address where service was made).)*

I was able to identify the person by means of *(state the means by which the person's identity was ascertained.)*

(Service by leaving a copy with an adult person in the same household as an alternative to personal service)

I, *(full name)*, Sheriff *(or Deputy Sheriff)* of _____, certify that I served *(identify person served)* with this document by leaving a copy in a sealed envelope addressed to him *(or her)* on *(date)*, at *(time)*, with a person *(insert name if known)* who appeared to be an adult member of the same household in which *(identify person served)* is residing at *(address where service was made)*, and by sending a copy by regular letter mail *(or registered mail)* on *(date)* to *(identify person served)* at the same address.

I ascertained that the person was an adult member of the household by means of *(state how it was ascertained that the person was an adult member of the household)*.

Before serving the document in this way, I made an unsuccessful attempt to serve (identify person) personally at the same address on (date). (If more than one attempt has been made, add: and again on (date).)

(Date)

(Signature of Sheriff or Deputy Sheriff)