

**Syracuse Justice Court, State of Utah
Davis County, Small Claims Department
1787 South 2000 West, Syracuse, Utah 84075**

Name	Plaintiff)	
Street Address)	
City, State, ZIP	Phone)	PROOF OF SERVICE
Name	Defendant)	
Street Address)	Case No. _____
City, State, ZIP	Phone)	

Plaintiff Defendant certifies that the Affidavit Counter Affidavit was mailed to the opposing party. The original document acknowledging receipt signed by Plaintiff Defendant is attached to the bottom of this form. If the opposing party is not a person (e.g., a corporation), the name of the person signing the form is _____ that person's position/title is _____.

Date _____

Plaintiff Defendant

By _____ Agent's name and title, if appropriate)

INSTRUCTIONS FOR PROOF OF SERVICE

If you served the other party by mail, you must prove that the other party got adequate notice. To do so, you must provide the document (not a copy) signed by the other party indicating receipt. The document must show the date the defendant received the **Affidavit** or **Counter Affidavit**. This document must be attached to the bottom left corner of the **Proof of Service** form in a way that still allows anything under the document to be seen (for example., staple only along left margin). If the document covers more than half the page, attach document to 8 1/2" X 11" paper and staple behind **Proof of Service**.

If the other party is a person, that person must sign the document indicating receipt. It is **not** sufficient to have the document signed by someone living at the same place as the party.

If the other party is not a person, (for example, a corporation), the document must be signed by someone who is authorized to accept service of process. Please refer to Utah Rule of Civil Procedure 4 to determine who is authorized to accept service for various types of business organizations. You must identify on the **Proof of Service** the name of the person accepting service and the person's title.

The **Proof of Service** must be filed with the court no later than ten days after service. The **Affidavit** or **Counter Affidavit** is considered served on the date the party being served signed the receipt.

If you choose to serve the **Affidavit** or **Counter Affidavit** by mail, and do not show the court that the other party got the required notice, you will not be able to get a default judgment if the other party does not appear for trial.