

**District Court of Washington  
County of Okanogan**

vs.

Petitioner(s)/Plaintiff(s),

Respondent(s)/Defendant(s).

**No.**

**Return of Service  
(Optional Use)  
(RTS)**

***I Declare:***

1. I am over the age of 18 years, and I am not a party to this action.
2. **I served** the following documents on [name(s)] \_\_\_\_\_  
and \_\_\_\_\_:  

*(check all that apply)*

  - a. **Small Claims:**  Notice of Claim, a copy of which is attached;  Tip Sheet;  Small Claims Brochure  Other: \_\_\_\_\_
  - b. **Protection Order:**  Petition;  Temporary Order;  Reissuance of Temporary Order;  Denial Order;  Tip Sheet;  Notice of Hearing;  Order to Surrender Weapons;  Proof of Surrender & Receipt of Surrendered Weapons;  Declaration of Non-Surrender;  Other: \_\_\_\_\_
  - c. **Civil:**  
 Summons (in substantially the same form as RCW 4.28.110), a copy of which is attached;  
 Complaint;  
 Other: \_\_\_\_\_
3.  **Multiple Respondents/Defendants:** I served multiple copies of each document. I served one copy of each document for each Respondent/Defendant.

4. The date, time and place of service were:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

Address: \_\_\_\_\_

\_\_\_\_\_

4. Service was made:

[if only one name listed] by delivery to the person named in paragraph 2 above.

by delivery to (name) \_\_\_\_\_, a person of suitable age and discretion residing at the usual abode of defendant(s)/respondent(s).

[if authorized by the Court] by publication as provided in CRLJ 4(e), RCW 4.28.100, 26.50.085, 10.14.085, and/or 7.90.052. An Affidavit of Publication has been filed separately.

in addition to the publication as noted above, a copy mailed by certified mail return receipt requested to the last known address of the person named in paragraph 2. Return receipt attached. The copy was mailed on (date)\_\_\_\_\_.

in addition to the publication as noted above, because the address of the person named in paragraph 2 is unknown, a copy mailed by certified mail return receipt requested to: \_\_\_\_\_, who is:

the parent or nearest living relative of the person named in paragraph 2.

other:\_\_\_\_\_.

Return receipt attached. The copy was mailed on (date)\_\_\_\_\_.

[if authorized by RCW 12.40.040] by mailing a copy by certified mail return receipt requested with the signature(s) of each person named in paragraph 2 on the return receipt. Return receipt attached. The copy was mailed on (date)\_\_\_\_\_.

Other: \_\_\_\_\_

5. Service of Notice on Dependent of a Person in Military Service.

The Notice to Dependent of Person in Military Service was  served on  mailed by first class mail to the last known address on (date)\_\_\_\_\_.

Other:

6. Other:

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signed at (city) \_\_\_\_\_, (state) \_\_\_\_\_, on (date) \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

**Fees:**

Service \_\_\_\_\_

Mileage \_\_\_\_\_

Total \_\_\_\_\_

*File the original Return of Service with the clerk. Provide a copy to the law enforcement agency where protected person resides if the documents served include a restraining order signed by the court.*