



3. a. Party served (*specify name of party as shown on documents served*):  
City of Los Angeles
- b. ☒ Person (other than the party in item 3a) served on behalf of an entity or as an authorized agent (and not a person under item 5b on whom substituted service was made) (*specify name and relationship to the party named in item 3a*):  
Tom Jones, City Clerk (or Mayor as the case may be)
4. Address where the party was served:  
123 Main Street, Los Angeles California 90012
5. I served the party (*check proper box*)
- a. ☒ **by personal service.** I personally delivered the documents listed in item 2 to the party or person authorized to receive service of process for the party (1) on (*date*): date of service (2) at (*time*): time of service

If the service is made by substitution (CCP 415.20), you must include the name and title or relationship. The party must be informed of the general nature of the process. A copy of the Summons and Complaint must be mailed to the Party served. Service by substitution must show attempts (diligence). Dates and times of all previous attempts of service declaration of diligence must be documented on the Proof of Service. The declaration of diligence will be on an attached page.

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City of Los Angeles
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Tom Jones, City Clerk (or Mayor as the case may be)
4. Address where the party was served:  
123 Main Street, Los Angeles California 90012
5. I served the party (*check proper box*)
- a. ☐ **by personal service.** I personally delivered the documents listed in item 2 to the party or person authorized to receive service of process for the party (1) on (*date*): (2) at (*time*):
- b. ☒ **by substituted service.** on (*date*): date of service at (*time*): time I left the documents listed in item 2 in the presence of (*name and title or relationship to person indicated in item 3*):  
Susan Smith, receptionist
- (1) ☒ **(business)** a person at least 18 years of age apparently in charge at the office or usual place of business of the person to be served. I informed him or her of the general nature of the papers.
- (2) ☐ **(home)** a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the party. I informed him or her of the general nature of the papers.
- (3) ☐ **(physical address unknown)** a person at least 18 years of age apparently in charge at the usual mailing address of the person to be served, other than a United States Postal Service post office box. I informed him or her of the general nature of the papers.
- (4) ☒ I thereafter mailed (by first-class, postage prepaid) copies of the documents to the person to be served at the place where the copies were left (Code Civ. Proc., § 415.20). I mailed the documents on (*date*): date mailed from (*city*): city mailed from or ☐ a declaration of mailing is at
- (5) ☒ I attach a **declaration of diligence** stating actions taken first to attempt personal service.