



SHINGLE SPRINGS BAND OF MIWOK INDIANS TRIBAL COURT  
P.O. Box 1340, Shingle Springs, CA 95682  
Telephone: (530) 698 – 1446;  
Website: <https://www.shinglespringsrancheria.com/tribal-court/>

## PUBLIC GUIDE INFORMATION SHEET

### TOPIC: General Proof of Service for any Case (not Served by Police)

#### **How to Fill Out a Proof of Service Form GEN-108**

Please read these instructions before filling out the form. If you have questions, please contact the Clerk of the Court. While Court staff cannot provide you with legal advice, staff may be able to provide you with referrals and resources to those who can assist you.

**What is Service and what does it mean to serve someone?** Service refers to the action of giving someone copies of legal documents. The person giving the documents to the other person is called the server. When someone is served it means they received legal documents. The documents can be given in person or by mail. Sometimes they can also be given to a legal representative.

#### **Information of Person Filing Form**

This should be filled out by the person who served the legal documents on someone. Please provide your name, address, and phone number in the “*Information of Person Filing Form*” section. If you are filling out this form on behalf of someone else as either their attorney or their advocate, check the “Attorney/Advocate” box and write the name of the person you are representing.

#### **Case No.**

Write in the case number. If you do not know the number, ask the person who asked you to serve the documents.

#### **Choose Petitioner/Respondent OR In the Matter of: Petitioner / Respondent**

Next to petitioner, write the name of the person who brought the case to court, or asked the court to review the case. The petitioner is the person who is asking the court to do something for them.

Next to respondent, write the name of the other party to the case, or the person who is being sued or tried in court by the petitioner. The respondent is the person who is responding to what the petitioner has asked the court to look into.

If the case involves a child or an adult being looked after, do not use the Petitioner/Respondent line. Instead, write in the name of the child or adult using the “In the Matter of” line.

**I, \_\_\_\_\_, swear to the following:** Please write your full name on the line provided.

**Question 1:** No action required

**Question 2:** Write the name of the person who asked you to serve the documents. If this person is the Petitioner, check the Petitioner box. If this person is the Respondent, check the Respondent box.



SHINGLE SPRINGS BAND OF MIWOK INDIANS TRIBAL COURT  
P.O. Box 531, Shingle Springs, CA 95682  
Telephone: (530) 698 – 1446;  
Website: <https://www.shinglespringsrancheria.com/tribal-court/>

**Question 3:** Check all of the boxes that describe the documents you are serving.

If you are serving a Petition, please provide the specific type of petition you are serving (e.g. Petition for Guardianship, or Petition for Conservatorship, etc.).

If none of the boxes describe the documents, check the “Other” box and describe every document that you are serving.

**Case Name and Number at top of Page 2**

At the top of page 2 write in the same names you wrote on the “Petitioner/Respondent” or “In Re” lines. Also write in the case number.

**Question 4:** Write the names of all the people that you gave the documents listed in Question 3 to.

**Question 5:** This question asks how you gave the documents to the people listed in Question 4.

*NOTE: Do not be scare of this long-looking question. Most people will only need to check one section. Read all the selections, a thru d, and fill in the section that describes your situation.*

- (a) **Personal Service:** Check this box if you hand-delivered the documents to the people listed in Question 4. Then write the location (city and State) where you gave them the documents and the date and time that you gave them the documents.
- (b) **Mail:** Check this box if you mailed the documents to the people listed in Question 4. Then write the date you mailed the documents and the city and State that you mailed the documents from. Next, check the box that best describes how you mailed the documents. **GOTO Item (e)**
- (c) **On Agent:** Check this box if you gave the documents to someone who was legally allowed to receive the documents *on behalf of* the people listed in Question 4. This usually applies to companies and businesses who have designated a person to receive service of process on behalf of the company and all of its employees. If you check this box, please provide the location (city and state) and the date and time that you gave the authorized agent the documents. Also, write in the name of the agent and check the box that best describes how their authority was granted. i.e were they appointed by someone/a government? Or where they made agent due to a specific law? If you do not know the answer, ask the person who sent you (the Respondent/Petitioner).
- (d) **Subsequent Papers:** Only check this box if you have already served all of the people involved in the case before, and you now need to serve them an additional document or documents. Then, provide the date and location that you served the people listed in Question 4 and check the box that best describes how you served the documents. If you checked the first box, then write the address that you sent the documents to on **Item (e)**. If you checked the second box, then write the email address that you sent the documents to.



SHINGLE SPRINGS BAND OF MIWOK INDIANS TRIBAL COURT  
P.O. Box 531, Shingle Springs, CA 95682  
Telephone: (530) 698 – 1446;  
Website: <https://www.shinglespringsrancheria.com/tribal-court/>

- (e) **Address Information:** If you checked box (b) or (d)(i), write the address that you sent the documents to on the lines provided in this section.
- (f) **Additional Information:** If you need more space to describe how you gave the people their documents, please write this information on a separate page, attach it to your Proof of Service form, and check the box in section (f).

### Case Name and Number at top of Page 3

At the top of page 2 write in the same names you wrote on the “Petitioner/Respondent” or “In Re” lines. Also write in the case number.

**Question 6:** This question asks what kind of process server you are. Check the box that most accurately describes you. If you are doing this for a friend and not getting paid, then check the first box. If you are a paid, registered process server, check the second box. If you are serving the documents for your employer as part of your paid job, check the third box.

**Question 7:** This section asks for the process server’s information.

- (a) **Name:** Write the process server’s name; if you served the documents, you are the server.
- (b) **Address:** Write the process server’s address (street address, city, state and zip code).
- (c) **Telephone Number:** Write the process server’s telephone number.
- (d) **County of Registration and Number:** If the process server is registered (e.g. if they do this for a living), they should have a registration number and need to write in that number. If you are serving these documents at no pay, for a friend or relative you do not have a registration number so leave this line blank.
- (e) **Fee for Service:** If the process server was paid to serve these documents, write the total amount of money that the process server received for delivering the documents. Then, explain the breakdown of the process server’s charges on the lines provided.

### Signature

Print your name, sign and date the form to ensure that all of the information you have provided is true and correct.

**If you have any questions about how to fill out this form, or about the guardianship process in general, contact the Tribal Court Self Help Center.**

Shingle Springs Band of Miwok Indians  
Tribal Court  
5281 Honpie Road  
Placerville, CA 95667  
(530) 698 – 1446

<https://www.shinglespringsrancheria.com/tribal-court/>

Self Help Center- **Open 8-5, M-F, Attorney consultation by appointment only, when available.**