

IN THE CIRCUIT COURT OF \_\_\_\_\_ COUNTY, ARKANSAS  
(Civil – Domestic Relations – Juvenile – Probate Division)  
(strike all but one)

\_\_\_\_\_ PLAINTIFF(s)

vs.

No. \_\_\_\_\_

\_\_\_\_\_ DEFENDANT(s)

**RETURN and  
AFFIDAVIT OF PROOF OF SERVICE**

PERSON TO BE SERVED: \_\_\_\_\_

DATE OF SERVICE: The \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_ M.

PLACE OF SERVICE: At \_\_\_\_\_, in the City/County of \_\_\_\_\_,  
\_\_\_\_\_, AR.

PAPERS SERVED: \_\_\_\_\_  
\_\_\_\_\_

PERSON SERVED: A true and correct copy of the aforesaid papers were served on the above-named party, to-wit: \_\_\_\_\_ in the following manner:

\_\_\_\_\_ By personally delivering them into the hands of aforementioned person.

\_\_\_\_\_ (Substituted service) By leaving a copy of the papers at his/her dwelling house or usual place of abode with some person residing therein who is at least 18 years of age, that person's name and relationship to the above-named party being:

\_\_\_\_\_ (Name) \_\_\_\_\_ (Relationship)

\_\_\_\_\_ By delivering a copy thereof to an agent authorized by appointment or by law to receive service of summons, to-wit:

\_\_\_\_\_ (Name and Title)

\_\_\_\_\_ To the best of my knowledge and belief, said person was not engaged in the U.S. Military at the time of service of process.

\_\_\_\_\_ AFTER DUE AND DILIGENT EFFORTS, UNDERSIGNED WAS UNABLE TO EFFECT SERVICE.

**DESCRIPTION OF PERSON RECEIVING DOCUMENTS:** The person receiving the documents is described as follows:  
 Sex: \_\_\_\_\_ Skin Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Facial Hair: \_\_\_\_\_  
 Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
 Distinguishing features: \_\_\_\_\_

PROOF OF DUE DILIGENT ATTEMPT:	DATES OF SERVICE ATTEMPTED	TIME OF ATTEMPT	ADDRESS ATTEMPTED	REASON FOR NON-SERVICE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SIGNATURE:** The undersigned declares that he was, at the time of service, over the age of twenty-one and not a party to this action and further declares under penalty of perjury that the forgoing is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name  
 Printed Name: \_\_\_\_\_  
 Process Server Number: No.-1JCPS-20\_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

STATE OF ARKANSAS:  
 COUNTY OF \_\_\_\_\_:

Subscribed and sworn to before me, a Notary Public in and for the above county and state, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_