

NORTH CAROLINA  
COUNTY OF WAKE

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
FILE NO. \_\_\_\_\_

_____, Plaintiff,
v.
_____, Defendant.

**AFFIDAVIT OF SERVICE OF PROCESS**

Pursuant to North Carolina Rules of Civil Procedure Rule 4(j), I hereby certify that I am the Plaintiff herein and that I served the Defendant in this action with a copy of the Complaint and Summons in this case. The Defendant has been served by *(check one of the following)* [     ] **depositing the documents in the post office for mailing by REGISTERED/CERTIFIED MAIL, RETURN RECEIPT REQUESTED or SIGNATURE CONFIRMATION OR** [     ] **by depositing with a DESIGNATED DELIVERY SERVICE** *(such as FedEx, DHL, UPS)* at the following address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Further, that the Complaint and Summons were in fact received by the Defendant on \_\_\_\_\_ *(insert date of receipt)* as evidenced by the attached genuine receipt. *(Attach the original green return receipt or electronic proof of signature confirmation.)*

This the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Plaintiff

Attorney for Plaintiff

Sworn to and Subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**OFFICIAL SEAL**

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

My commission expires: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I hereby certify that a copy of this Affidavit of Service of Process has been served on the Defendant/Defendant's counsel in the following manner:

By depositing a copy in the US Mail in a properly addressed, postpaid envelope to: \_\_\_\_\_

\_\_\_\_\_

By hand delivery to: \_\_\_\_\_

\_\_\_\_\_

By facsimile to: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

Date: \_\_\_\_\_

- Plaintiff
- Attorney for Plaintiff