

Selecting the Correct Civil Proof of Service of Summons Event

Filing Preparation

Review the following procedures before you file:

- [ECF Filing Procedures E: Service](#)
- [FCRP 4: Summons](#)
 - (I): Proving Service

Proof of Service of Summons Options

There are a few options to file proof of service of summons in the Western District of Washington District Court:

Parties serving the Summons if service is not waived:

1. [Affidavit of Service of Summons & Complaint](#):
 - a. Includes affidavit/declaration/proof of service of server.
 - b. May include the executed summons.

Parties receiving service of the Summons:

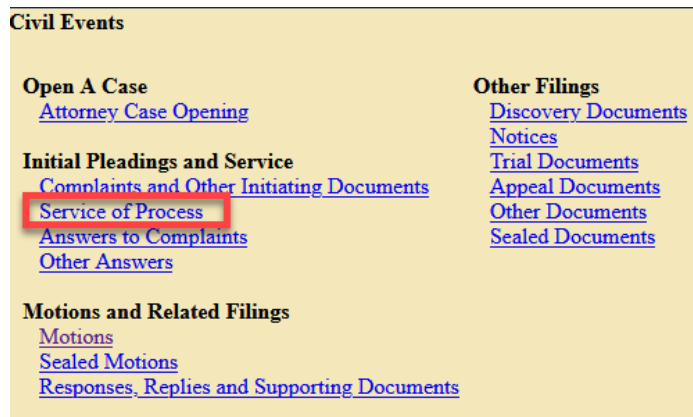
2. [Acknowledgment/Acceptance of Service of Summons and Complaint](#): Summons received by named party or on behalf of named party (i.e. an attorney on behalf of their client).

Filing Instructions

Affidavit of Service of Summons & Complaint

To file an affidavit stating a summons was served on a party:

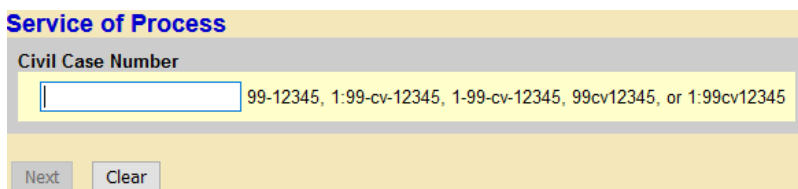
1. Go to **Civil Events > Initial Pleadings and Service > Service of Process**.



The screenshot shows a yellow background with the following text:

- Civil Events**
 - Open A Case**
 - [Attorney Case Opening](#)
 - Initial Pleadings and Service**
 - [Complaints and Other Initiating Documents](#)
 - [Service of Process](#) (highlighted with a red box)
 - [Answers to Complaints](#)
 - [Other Answers](#)
 - Motions and Related Filings**
 - [Motions](#)
 - [Sealed Motions](#)
 - [Responses, Replies and Supporting Documents](#)
- Other Filings**
 - [Discovery Documents](#)
 - [Notices](#)
 - [Trial Documents](#)
 - [Appeal Documents](#)
 - [Other Documents](#)
 - [Sealed Documents](#)

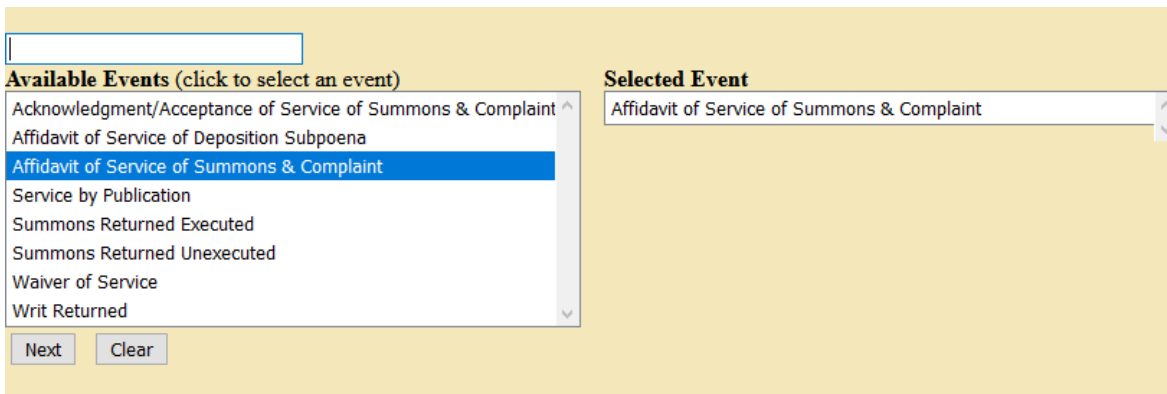
2. Enter your case number.



The screenshot shows a yellow header with the text "Service of Process". Below it is a grey box with the text "Civil Case Number". Underneath is a text input field containing the text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". At the bottom are two buttons: "Next" and "Clear".

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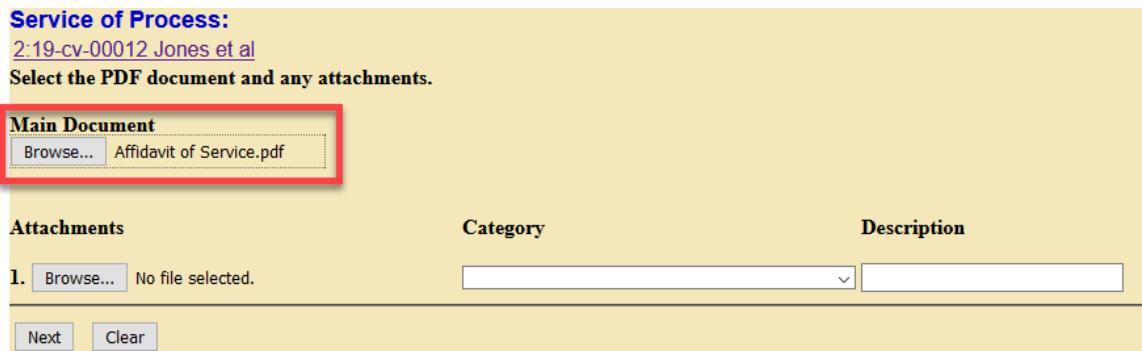
3. Select **Find Case**, then select **Next**.
4. Select **Affidavit of Service of Summons & Complaint**, then select **Next**.



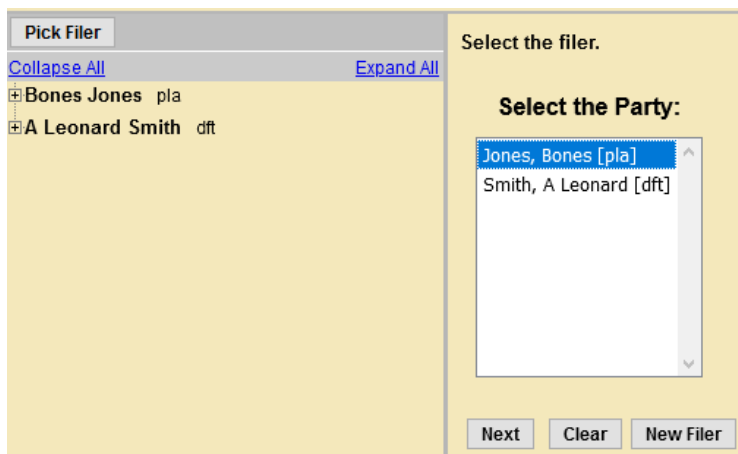
5. Select **Next**.
6. Answer the question: **Are you the party on whose behalf the document(s) were?** then select **Next**.

Note: If you select **No**, you are directed to use the **Acknowledgment/Acceptance of Service of Summons & Complaint** event instead.

7. Upload your affidavit/declaration/proof of service as a PDF under **Main Document**.



8. Select the filer(s) (the party or parties you represent), then select **Next**.



Selecting the Correct Civil Proof of Service of Summons Event

9. Enter the following:
 - a. The name of the **Person to whom the Summons was directed**.
 - b. The **Date Summons/Complaint was mailed or served**.
 - c. Then select **Next**.

The screenshot shows a web form with a yellow background. The first section is labeled "Person to whom Summons was directed:" and contains a text input field with the value "A Leonard Smith". The second section is labeled "Date Summons/Complaint was mailed or served:" and contains a date input field with the value "5/12/2021" and a "Calendar" button to its right. At the bottom of the form are two buttons: "Next" and "Clear".

10. Answer the question: **Was service by mail?**
11. Select **Next**.
12. Review the final docket text to ensure everything was entered correctly, including:
 - a. Correct event: **Affidavit of Service**.
 - b. Correct name of party that received service.
 - c. Correct date of service.
 - d. Correct attorney account used to file.
 - e. If everything is correct, select **Next** to file.

Note: Do not use the browser back button to make corrections; this can cause duplicate submissions and may create unintended consequences. Instead, select **Civil** from the navigation menu and begin the filing again.

The screenshot shows a confirmation screen with a yellow background. At the top, it says "Docket Text: Final Text" in a grey box. Below that, the docket text is displayed: "AFFIDAVIT of Service of Summons and Complaint on A Leonard Smith on 5/12/2021, filed by Plaintiff Bones Jones. (Wawdone, Attorney)". A red warning message follows: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below the warning is the question "Have you redacted?". Then, the "Source Document Path (for confirmation only):" is shown as "C:\fakepath\Affidavit of Service.pdf pages: 1". At the bottom are "Next" and "Clear" buttons.

If you selected **Yes** for **Was service by mail?** then the final docket text will look like this:

The screenshot shows a confirmation screen with a yellow background. At the top, it says "Docket Text: Final Text" in a grey box. Below that, the docket text is displayed: "AFFIDAVIT of Mailing of Summons and Complaint to A Leonard Smith on 5/12/2021, filed by Plaintiff Bones Jones. (Wawdone, Attorney)".

Selecting the Correct Civil Proof of Service of Summons Event

13. CM/ECF sends the **Notice of Electronic Filing** to all parties on the case who are currently registered for electronic notice.

U.S. District Court
[Test Application] Western District of Washington

Notice of Electronic Filing

The following transaction was entered by Wawdone, Attorney on 5/12/2021 at 12:30 PM PDT and filed on 5/12/2021

Case Name: Jones et al
Case Number: [2:19-cv-00012](#)
Filer: Bones Jones
Document Number: [31](#)

Docket Text:
[AFFIDAVIT of Mailing of Summons and Complaint to A Leonard Smith on 5/12/2021, filed by Plaintiff Bones Jones. \(Wawdone, Attorney\)](#)

2:19-cv-00012 Notice has been electronically mailed to:

Attorney Wawdthirtyfive dcwawdsea+atty35@gmail.com

Acknowledgment/Acceptance of Service of Summons and Complaint

To file an acceptance of service for yourself or on the behalf of someone else:

1. Go to **Civil Events > Initial Pleadings and Service > Service of Process.**

Civil Events

Open A Case Attorney Case Opening	Other Filings Discovery Documents Notices Trial Documents Appeal Documents Other Documents Sealed Documents
Initial Pleadings and Service Complaints and Other Initiating Documents Service of Process Answers to Complaints Other Answers	
Motions and Related Filings Motions Sealed Motions Responses, Replies and Supporting Documents	

2. Enter your case number.

Service of Process

Civil Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

3. Select **Find Case**, then select **Next**.

Selecting the Correct Civil Proof of Service of Summons Event

4. Select **Acknowledgment/Acceptance of Service of Summons & Complaint**, then select **Next**.

The screenshot shows a web interface with two columns. The left column is titled 'Available Events (click to select an event)' and contains a list of event types: 'Acknowledgment/Acceptance of Service of Summons & Complaint', 'Affidavit of Service of Deposition Subpoena', 'Affidavit of Service of Summons & Complaint', 'Service by Publication', 'Summons Returned Executed', 'Summons Returned Unexecuted', 'Waiver of Service', and 'Writ Returned'. The first item is highlighted in blue. Below the list are 'Next' and 'Clear' buttons. The right column is titled 'Selected Event' and contains a single dropdown menu with the text 'Acknowledgment/Acceptance of Service of Summons & Complaint'.

5. Select **Next**.
6. Answer the question: **Are you the party that received the service of document(s)?** then select **Next**.

Note: If you select **No**, you are directed to use the **Affidavit of Service of Summons & Complaint** event instead.

7. Upload your acknowledgment/declaration/acceptance as a PDF under **Main Document**.

Service of Process:

[2:19-cv-00012 Jones et al](#)

Select the PDF document and any attachments.

The screenshot shows a web interface for document upload. The 'Main Document' section is highlighted with a red box and contains a 'Browse...' button and the text 'Acceptance of Service'. Below this is a table with columns for 'Attachments', 'Category', and 'Description'. The first row shows a 'Browse...' button, the text 'No file selected.', a dropdown menu, and an empty text box. At the bottom are 'Next' and 'Clear' buttons.

8. Select the filer(s) (the party you represent), then select **Next**.

The screenshot shows a web interface for selecting a filer. On the left, under 'Pick Filer', there are links for 'Collapse All' and 'Expand All', and a list of filers: 'Bones Jones pla' and 'A Leonard Smith dft'. On the right, under 'Select the filer.', there is a section titled 'Select the Party:' with a dropdown menu showing 'Jones, Bones [pla]' and 'Smith, A Leonard [dft]'. Below the dropdown are 'Next', 'Clear', and 'New Filer' buttons.

Selecting the Correct Civil Proof of Service of Summons Event

9. Enter the following:
 - a. The name of the person who accepted service.
 - b. The name of the person on whose behalf service was accepted.
 - c. The date service was accepted.
 - d. Then select **Next**.

Service of Process:
[2:19-cv-00012 Jones et al](#)
Person Who Accepted Service:
On Behalf Of:
On:

10. Select **Next**.
11. Review the final docket text to ensure everything was entered correctly including:
 - a. Correct event: **Acknowledgment/Acceptance of Service**.
 - b. Correct name of party that accepted service.
 - c. Correct name of party on whose behalf service was accepted.
 - d. Correct date of acceptance of service.
 - e. Correct attorney account used to file.
 - f. If everything is correct, select **Next** to file.

Note: Do not use the browser back button to make corrections; this can cause duplicate submissions and may create unintended consequences. Instead, select **Civil** from the navigation menu and begin the filing again.

Docket Text: Final Text
ACKNOWLEDGMENT/ACCEPTANCE OF SERVICE of Summons and Complaint by Counsel John Johnson, on behalf of A Leonard Smith, on 5/7/2021. (Wawdone, Attorney)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):
C:\fakepath\Affidavit of Service.pdf pages: 1

Selecting the Correct Civil Proof of Service of Summons Event

12. CM/ECF sends the **Notice of Electronic Filing** to all parties on the case who are currently registered for electronic notice.

U.S. District Court
[Test Application] Western District of Washington

Notice of Electronic Filing

The following transaction was entered by Wawdone, Attorney on 5/12/2021 at 10:58 AM PDT and filed on 5/12/2021

Case Name: Jones et al
Case Number: [2:19-cv-00012](#)
Filer: Bones Jones
Document Number: [30](#)

Docket Text:
[ACKNOWLEDGMENT/ACCEPTANCE OF SERVICE of Summons and Complaint by Counsel John Johnson, on behalf of A Leonard Smith, on 5/7/2021. \(Wawdone, Attorney\)](#)

2:19-cv-00012 Notice has been electronically mailed to:
Attorney Wawdthirtyfive dcwawdsea+atty35@gmail.com

2:19-cv-00012 Notice will not be electronically mailed to:

The following document(s) are associated with this transaction: