

NORTH CAROLINA  
COUNTY OF WAKE

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

_____, Plaintiff,  v.  _____, Defendant.
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**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 **REGISTERED/CERTIFIED MAIL, RETURN RECEIPT REQUESTED** 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.*)

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

- \_\_\_\_\_  
 Plaintiff  
 Attorney for Plaintiff

**VERIFICATION**

\_\_\_\_\_, being first duly sworn, deposes and says that he/she is the \_\_\_\_\_ in the above-entitled action, that he/she has read the foregoing document and knows the contents thereof, that the same are true of his/her own knowledge, except as to those matters and things stated upon belief, and as to those matters and things, he/she believes them to be true.

\_\_\_\_\_

I certify that the following person personally appeared before me this day, and  I have personal knowledge of the identity of the principal  I have seen satisfactory evidence of the principal's identity, by a current state or federal identification with the principal's photograph in the form of a \_\_\_\_\_  a credible witness has sworn to the identity of the principal; acknowledging to me that he/she voluntarily signed the foregoing document for the purpose stated therein, and in the capacity indicated: \_\_\_\_\_

Date: \_\_\_\_\_ (SEAL)  
\_\_\_\_\_, Notary Public  
(Official Seal) 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