

**24<sup>TH</sup> JUDICIAL DISTRICT COURT FOR THE PARISH OF JEFFERSON  
STATE OF LOUISIANA**

**NO.**

**DIVISION**

\_\_\_\_\_

**vs.**

\_\_\_\_\_

**AFFIDAVIT OF SERVICE VIA CERTIFIED MAIL**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned notary public, personally came and appeared:

\_\_\_\_\_

Plaintiff / Defendant (circle one) in the above captioned matter, who after being duly sworn, did state that:

1: A certified copy of the \_\_\_\_\_ [Title of Pleading Served]

was mailed to \_\_\_\_\_ [Other party being served]

via \_\_\_\_\_ [Name of delivery service or U.S. Postal Service].

at their last known address [City, State, and Zip here]: \_\_\_\_\_

\_\_\_\_\_

2. That the mailing was accepted and signed on behalf of Plaintiff / Defendant (circle one) by

\_\_\_\_\_ [Name of Person who Signed]

on \_\_\_\_\_ [date of delivery] as reflected on the proof attached as Exhibit "A"

Respectfully submitted,

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (City/State/Zip Code)

\_\_\_\_\_ (Phone Number)

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

**NOTARY PUBLIC**

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**“EXHIBIT A”**

*Attach original return receipt here  
(ex: green card from the USPS)*