**Process Server Instructions:**

Remember to be kind and courteous. You are not involved in this case other than your role as the Process Server. If they ask what the documents are, just say you are not involved, you are just the Process Server. Please don’t get into a big discussion about it.

1. Print the Documents. The package must include one of the following:
	1. Summons
	2. Petition under 1 1 113 etc.
	3. Civil Cover Sheet
	4. Exhibits A, B, C & D
2. Go to either the County Clerk’s office or the County Attorney’s office. You could call ahead of time to ask who Accepts legal service for the County Clerk and when they will be in the office. You can find their contact info here: <https://docs.google.com/spreadsheets/d/1g5rMqrwxvlr1rblckg91M_fBn13AXGiEKKZvC7kOFsw/edit?usp=sharing>
3. Ask for the person who can accept service of legal documents for the Clerk.
4. Confirm with this person that they are able to receive service of legal documents for the Clerk.
5. AFFIDAVIT OF SERVICE you write down their name to add to an Affidavit.
Download from here: <https://www.cofightforfreedom.com/downloads.html>
6. Have your Affidavit of Service notarized, your bank will normally do this for free.
7. Once you have served the Clerk, please update your contact person that service is complete.
8. Scan in the Affidavit of Service and email them to: LindaLaughs@protonmail.com (Hint: Adobe has a free scanner app for your phone that works amazing and is easy to use.
9. Sleep easy knowing you helped fight for freedom in Colorado.

AFFIDAVIT OF SERVICE

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the undersigned server, being of sound mind and under no duress, do herby certify, attest and affirm that the following facts are true and correct. To wit:

1. That on August 4, 2022, on behalf of Tina Peters the undersigned personally delivered a complete set of copies of a Petition for Injunctive Relief directly into the hands of the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. That I am at least 18 years of age.

I now affix my signature to these affirmations on this 4th day of August, 2022.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

NOTARY STATEMENT

In the State of Colorado

County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I swear that on this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2022, the above-named Affiant/Declarant,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ personally appeared before me, and of his/her own free will, signed and executed this Affidavit of Service.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public

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