

- Make 1 copy of the Summons, Complaint, and accompanying documents. On the copy of the Summons, “X” or check the appropriate boxes under “Notice to the Person Served” at the bottom, indicating the capacity in which the defendant is being served. Make a copy of that Summons, and put the copy in your office file.
- Prepare a self-addressed (your office address) stamped envelope for the return of the Notice and Acknowledgment of Receipt.
- Mail to the defendant:
 - ✓ 2 copies of the Notice and Acknowledgment of receipt
 - ✓ 1 copy of the Summons and Complaint
 - ✓ 1 copy of the accompanying documents
 - ✓ self-addressed stamped envelope
- Calendar a reminder to yourself approximately 25 days after you mail the documents to the defendant to see whether you have received the signed Acknowledgment. If the defendant does not sign and return the Notice and Acknowledgment of Receipt within 20 days after it was mailed to the defendant, then service must be effected in another manner, such as personal service.

If the defendant does sign and return the Notice and Acknowledgment of Receipt, service has been effected.

BE SURE TO CALENDAR ALL OF THE FOLLOWING:

- the date the defendant was served with the Summons and Complaint (the date the defendant signed the Acknowledgment of Receipt (C.C.P. § 415.30(c))
- 30 days after service as the date the defendant’s response is due
- 40 days after service as the last day to enter defendant’s default (see C.R.C., Rule 3.110(g); Chapter 3).