

IN THE JUSTICE COURT OF THE STATE OF OREGON  
FOR THE COUNTY OF CLACKAMAS  
**Small Claims Department**

Case No. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

v.

\_\_\_\_\_  
Defendant

**CERTIFICATE OF  
SERVICE MAILING**

A process server or sheriff served the party named below by substitute service, office service, or service by mail as defined in ORCP 7D(2). I mailed true copies by first class mail of the same papers along with a statement of the date, time, and place of primary services, and the name of the person served.

I certify that on *(date)* \_\_\_\_\_, I mailed a true copy of Small Claim and Notice of Small Claim to *(party name)* \_\_\_\_\_, at the following address:

\_\_\_\_\_

**I hereby declare that the above statements are true to the best of my knowledge and belief, and that I understand they are made for use as evidence in court and I am subject to penalty for perjury.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Contact Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Contact Phone