

1 [Firm Name]  
[Firm Address]  
2 [Firm Phone Number]  
[Firm Fax]  
3 [Firm Email]  
[Attorney Name and Bar Number]  
4 Attorney for Plaintiff(s)

5 [Trial Court System], [County]

6 **[Plaintiff Name(s)],**  
7 Plaintiff(s),  
8 v.  
9 **[Defendant(s)],**  
10 Defendant(s).

Case No.

**ACCEPTANCE OF SERVICE**

Assigned to the Hon. [Judge]

- 11
- 12 1. My name is [Defendant's Attorney].
  - 13 2. I have been retained by the defendant, [Defendant], to represent [Defendant] in the  
14 above-entitled action and I am authorized to accept service of process in this  
15 matter.
  - 16 3. On behalf of [Defendant], I hereby accept service of process on [Defendant] in this  
17 action.
  - 18 4. I also hereby acknowledge receipt of the Summons and a copy of the Complaint,  
19 upon this date, as though the same had been served upon defendant [Defendant] by  
20 the Sheriff or other person duly appointed or authorized by law to serve process.

21 Dated this [Day] of [Month], [Year].  
22  
23

24 By \_\_\_\_\_  
[Defendant's Attorney]  
25 [Firm Name]  
[Firm Address]  
26 Attorney for Defendant  
27  
28