

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.

**ORDER**

Assigned to the Hon. [Judge]

11  
12 This matter came before the Court on plaintiff's Motion for Order Authorizing Substitute  
13 Service, pursuant to [local civil rule]. The Court has received and considered the  
14 memoranda and affidavits submitted, and has heard the oral argument of counsel.

15 Being fully advised in the premises, the Court finds that service of process in this action  
16 upon defendant by one of the means authorized by [local civil rule] has proven  
17 impracticable because *[name of substitute person to be served]* controls, and has denied,  
18 access to defendant.

19  
20 Based upon the foregoing findings, and good cause appearing therefor;

21 **IT IS HEREBY ORDERED** that plaintiff's Motion for Order Authorizing Substitute  
22 Service is granted, and substitute service of process in this action may be made upon  
23 defendant by service of process upon *[name of substitute person to be served]*.

24  
25 **IT IS FURTHER ORDERED** that plaintiff shall forthwith cause to be mailed to *[name*  
26 *of party to be served]*, at the last known residence or business address of *[name of party to*  
27 *be served]*, a copy of the Summons and the Complaint directed to defendant, and shall file  
28 and serve satisfactory evidence of such mailing.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

**IT IS FURTHER ORDERED** that, in addition, plaintiff shall undertake reasonable efforts to assure defendant receives actual notice of the commencement of this action.

Dated this [Day] of [Month], [Year].

By \_\_\_\_\_  
[Name of Judge]  
Presiding Judge of [Court System],  
County of [County]