

Attorney or Party without attorney (Name and Address) Telephone No.:  Attorney for: <b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SHASTA</b> MAILING ADDRESS: 1500 Court Street, Room 319 STREET ADDRESS: 1500 Court Street, Room 319 CITY AND ZIP CODE: Redding, CA 96001 BRANCH NAME:	
Plaintiff/Petitioner:  Defendant/Respondent:  Other Parent/Claimant:	
<b>APPLICATION AND ORDER FOR SERVICE ON CLERK OF THE COURT</b>	Case Number:

1. **Application:** I am the  plaintiff/petitioner  defendant/respondent  other parent  claimant in this action. I have been unable to discover the address of \_\_\_\_\_  
 the other party /  the other party's attorney. The summons was served on the other party on \_\_\_\_\_  
 I request that the court issue an order directing service be made upon the other party / attorney by delivery of the following legal documents to the clerk of the court:
  - Request for Order
  - Notice of \_\_\_\_\_
  - Other \_\_\_\_\_
  - Other \_\_\_\_\_
  - Other \_\_\_\_\_
  
2. **Due Diligence Declaration:** The other party / attorney cannot with reasonable diligence be served in any other manner specified in Code Civ. Proc. §§ 1010 - 1013 based upon my attempts to locate the other party as follows:
  - a. Conducted an Internet search on \_\_\_\_\_. Result: \_\_\_\_\_  
 I was unable to do an Internet search because: \_\_\_\_\_
  
  - b. Conducted a public records search on \_\_\_\_\_. (For example: Checked records at the County Recorder's Office, the Registrar of Voters, the Real Property Listing, the Fictitious Business Index, the Superior Court Index, telephone directory, etc.) Result: \_\_\_\_\_  
 I was unable to do a public records search because: \_\_\_\_\_
  
  - c. Contacted the other party's last known place of employment on \_\_\_\_\_. Result: \_\_\_\_\_  
 I was unable to contact the party's last known place of employment because: \_\_\_\_\_
  
  - d. Contacted the other party's relatives on \_\_\_\_\_. Result: \_\_\_\_\_

I was unable to contact the other party's relatives because: \_\_\_\_\_  
\_\_\_\_\_

e. Contacted the other party's friends and acquaintances on \_\_\_\_\_. Result: \_\_\_\_\_  
\_\_\_\_\_

I was unable to contact the other party's friends and acquaintances because: \_\_\_\_\_  
\_\_\_\_\_

f. Other attempts made to locate and contact the other party / attorney (*describe*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Child custody and visitation is at issue and I attempted to find my child(ren) through the Office of the District Attorney, Child Abduction Unit on \_\_\_\_\_. Result: \_\_\_\_\_  
\_\_\_\_\_

Continued on attached declaration. Number of pages attached: \_\_\_\_\_.  
 Search results attached. Number of pages attached: \_\_\_\_\_.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature

**ORDER**

**GRANTED:** Service on the clerk of the court is granted. The court finds that  the other party /  the other party's attorney cannot be served in any other manner specified in the California Code of Civil Procedure. The court orders the documents listed in item #1 above be served on the clerk of the court pursuant to California Rules of Court, Rule 3.252, by someone 18 years or older and not a party to the case. The person who serves the clerk of the court must complete and file a proof of service.

If, before or after service on the clerk of the court, the other party / attorney's address is located, the applicant must have someone 18 years of age or older serve the documents listed in item #1 above to the other party / attorney along with a copy of this Order pursuant to the California Code of Civil Procedure.

**DENIED:** Service on the clerk of the court is denied.  
 The court finds other methods of service are possible.  
 The court finds insufficient attempts have been made to locate the other party / attorney (specify):

Other: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Judge/Commissioner of the Superior Court