

Serving A Corporation, Partnership, or Association

Federal Rule of Civil Procedure 4(h) and the Court's local rules say that after filing a lawsuit against a corporation, partnership, or association, you must "serve" it with the summons, complaint, and magistrate judge consent form. To do this,

- A person over 18 years old (cannot be you or any party to the lawsuit)
- should deliver a copy of the summons, your complaint, and a magistrate judge consent form to one of the following:
 1. the "registered agent" of the corporation, partnership, or association;

Registered agents for Colorado businesses can be found on the Colorado Secretary of State's website (www.sos.state.co.us). Special registered agent rules may apply if you are suing an insurance company. For more information about those rules, contact the Federal Pro Se Clinic at 303-380-8786.
 2. an officer (of a corporation), a general partner (of a partnership), or a managing member/manager (of an LLC or a limited partnership);
 3. the secretary or assistant of an officer, a general partner, or an LLC or a limited partnership managing member/manager; or
 4. someone else authorized by law to accept these papers. (Read Colorado Rule of Procedure 4(e) for more information on who else is authorized.)
- **ONE LAST THING:** the person who delivers the documents must fill out a Proof of Service form (attached). You will file this with the Court to prove that the documents were served.

Civil Action No. _____

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

This summons for *(name of individual and title, if any)* _____
was received by me on *(date)* _____ .

I personally served the summons on the individual at *(place)* _____
_____ on *(date)* _____ ; or

I left the summons at the individual's residence or usual place of abode with *(name)* _____
_____, a person of suitable age and discretion who resides there,
on *(date)* _____ , and mailed a copy to the individual's last known address; or

I served the summons on *(name of individual)* _____ , who is
designated by law to accept service of process on behalf of *(name of organization)* _____
_____ on *(date)* _____ ; or

I returned the summons unexecuted because _____ ; or

Other *(specify)*:

My fees are \$ _____ for travel and \$ _____ for services, for a total of \$ _____ 0.00 _____ .

I declare under penalty of perjury that this information is true.

Date: _____

Server's signature

Printed name and title

Server's address

Additional information regarding attempted service, etc: