

Instructions for Service of a Summons and Complaint

派傳票及訴書

Who can serve?

誰可派送

A person over the age of 18, who is not a party to the action, may serve the summons.

任何滿18歲並非本案的當事人均可派傳

1. Personal delivery: A copy of the summons and complaint may be served by giving it to the defendant in his or her hand. The server must fill out an affidavit of service and return it to the court within 14 days of the service of the summons and complaint.
親自送 可將傳票及訴書交到被告手上。派者必須寫份送傳書
並派傳票及訴書的4天內送院
2. Substituted delivery: A copy of the summons and complaint may be left with a person other than the defendant at the defendant's residence or place of business.
代寄送 可將傳票及訴書被告住址或作地處給與其他的
A copy of the summons and complaint must be mailed to the defendant in an envelope marked Personal and Confidential within 20 days of the service on the substituted person. The envelope may not indicate that it is from an attorney or that it concerns an action against the defendant
在送給替的20天內 必須將份傳票及訴書外註明「私密件」之袋內
寄被告。信封上必須註明律師或對被告的控案
An affidavit of service must be filled out by the server indicating the date of service and the date of mailing. The affidavit must be filed with the court within 14 days of the date of the mailing of the summons and complaint.
派者必須寫份送傳書註明送日期及寄期 寫書必須寄出傳票
及訴書的4天內向法院登記
3. Conspicuous delivery: If no one can be found to receive the summons and complaint after a diligent effort to serve the papers (at least three attempts), on the third attempt the summons and complaint may be served by conspicuous delivery. This is also known as Nail and Mail. This delivery requires that a copy of the summons and complaint be affixed to the door of the actual residence or place of business of the defendant, normally with adhesive tape.
明顯派送 在多次下最三次 仍未能找到接收或地址傳票及訴書送
時在第三次時使用明顯派送方法亦稱「釘後寄」。此派送方法是膠
紙將傳票及訴書粘於被告實際地址作地處上
A copy of the summons and complaint must be mailed to the defendant in an envelope marked Personal and Confidential within 20 days of the affixing of the Summons and Complaint. The envelope may not indicate that it is from an attorney or that it concerns an action against the defendant
於派傳票及訴書後20天內 將份傳票及訴書外註明「私密件」之袋內
寄被告 信封上必須註明律師或對被告是控案字句

PARTIES 諸方

Plaintiff: (YOUR name and complete address, including your apartment number and telephone number.)

[NOTE: If the claim is based on an auto accident, the claim must be **Owner** against **Owner**].

原告 (閣下姓名及詳細地址包括單位編號及電話號碼)
[注意 如因車禍提出之債 必須為車主對車主之債]

Defendant(s): (The full legal name and street address (no box number) of the party(ies) you are suing. Indicate whether you are suing this party as a person or a business.) [NOTE: If you are suing a business, indicate whether it is a partnership, a corporation or an individual with a business certificate. This information can be obtained in the County Clerk's Office in the county in which the business is located. Failure to check this information may result in a judgment which cannot be executed.]

被告 (法定全名及閣下所告大拍街道地址 不要郵箱號碼。請閣下個人或公司稱
提出告 [注意 如屬所告者為家司請與保險公司
有限公司是有營業個人。此聲明該公司營業區保費取得 希對此
聲者有能對其是法執行]

CLAIM 索償

REASON FOR CLAIM 索償理由

- Damage caused to: automobile person property other than automobile
造成毀 車輛 個人 車輛外之物
- Failure to provide: repairs proper services goods ordered
未提供 維修 適當服務 訂購品
- Failure to return: security property deposit money
未退還 押金 財物 訂金 金錢
- Failure to pay for: wages services rendered insurance claim money loaned
未支付 薪金 已提供服務 保險賠償 借貸款項
- rent commissions goods sold and delivered
租金 佣金 售出貨物
- Breach of: contract lease
破壞 合約 租約
- Loss of: luggage property time from work use of property
損失 行李 財物 工作時間 財物使用
- Returned: check merchandise
退還 (bounced) (not reimbursed)
不能兌現票 未款貨物
- Other: (Be Brief)
其他 (簡述)

DETAILS OF CLAIM 索償精

Amount of Claim: (Limit \$25,000 for each Cause of Action) \$ _____

索償金額 (每案性限\$25,000)

Date of Occurrence: _____

事發日期

Place of Occurrence: _____

發地點

If Car Accident: YOUR license plate# _____ DEFENDANT'S license plate # _____

如屬車禍 閣下車牌號碼

被告車牌號碼

Identifying Number(s): _____

證號

(Receipt 收據#, Claim 索賠#, Account 帳戶#, Policy 保單#, Ticket 票號#, etc. 等等)

X

Today's Date 今天日期

Signature of Plaintiff 原告簽名

CIV-GP-50(12/03)
08年月