



Service of Process

Secretary of State - Corporation Division / Process Service - 255 Capitol St. NE, Suite 151 - Salem, OR 97310-1327 - sos.oregon.gov/business
Phone: (503) 986-2200

[Print](#)[Reset](#)

The Secretary of State's role in the service of process is ministerial, and does not necessarily mean you have satisfied all of the law's requirements. Under some circumstances, such as domestic general partnerships, service with the Secretary may not be an option. You or your attorney should review the relevant business entity and ORCP statutes to determine proper service before filing with our office.

In accordance with Oregon Revised Statute 192.410-192.490, all information on this form is publicly available, including addresses. We must release this information to all parties upon request.

Please Type or Print Legibly in **Black Ink**. Attach Additional Sheet if Necessary.

1) **TYPE OF DOCUMENT:** (Check the appropriate box)

- ☐ Summons/Complaint ☐ Small Claim & Notice of Small claim ☐ Third-Party Summons ☐ Trustee's Notice of Sale
☐ Other _____

2) **ENTITY SERVED:**

3) ☐ **I HAVE ATTACHED A COPY OF THE SUMMONS.**

4) **CASE:**

PLAINTIFF/S:

DEFENDANT/S:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5) **ATTORNEY NAME:** _____

6) **ADDRESS:** (Mailing address, city, state, zip)

7) **PERSON DELIVERING THE SERVICE:**

9) **COURT:** (What court was the case filed in.)

8) **HOW IS SERVICE OF PROCESS DELIVERED:** (Check the appropriate box)

- ☐ Hand Delivered ☐ Certified Mail
☐ Regular Mail ☐ Unknown/Unclear

10) **CASE / DOCKET NUMBER:**

11) ☐ **ALL OTHER REQUIRED ATTEMPTS TO SERVE THE BUSINESS OR ITS REGISTERED AGENT, HAVE BEEN UNSUCCESSFUL.**

After accepting service of process, the Secretary of State records the information regarding the complaint in our database. The Secretary of State does not attempt to notify or contact the business identified in the complaint, or its registered agent regarding the complaint.

CONTACT NAME: (To resolve questions with this filing.)

PHONE NUMBER: (Include area code.)

FEES

Required Processing Fee \$20

Processing Fees are nonrefundable

Please make check payable to "Corporation Division."