

IN THE JUSTICE COURT OF THE STATE OF OREGON  
FOR THE COUNTY OF MARION  
SMALL CLAIMS DEPARTMENT

Case No: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

v.

\_\_\_\_\_  
Defendant

**CERTIFICATE OF  
SERVICE MAILING**

A process server or Sheriff served the party named below by substitute service, office service, or serve by mail as defined in ORCP7D(2). I mailed true copies by first class mail of the same papers along with a statement of the date, time and place of primary services, and the name of the person served.

I certify that on (date) \_\_\_\_\_, I mailed a true copy of *Small Claim and Notice of Small Claim* to (party name) \_\_\_\_\_, at the following address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I hereby declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use in court and I am subject to penalty for perjury.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Plaintiff Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone