

STATE OF VERMONT

SUPERIOR COURT

Unit

CIVIL DIVISION

Case No. _____

Plaintiff Name	DOB	V.	Defendant Name	DOB
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CIVIL RETURN OF SERVICE

On _____ I ☐ served ☐ attempted service on _____ at _____ ☐ a.m. ☐ p.m.

Service/Attempt was completed at the following location:

Service of the following items has been made

INITIAL FILINGS:

- ☐ Civil Complaint
- ☐ Summons
- ☐ Notice of Appearance form
- ☐ Blank Answer form
- ☐ Certificate
- ☐ Third Party Complaint
- ☐ Exhibit(s)

MOTIONS:

- ☐ Motion for Trustee Process
- ☐ Motion for Default Judgment
- ☐ Motion _____
- ☐ Motion _____

EVICCTIONS:

- ☐ Eviction Notice
- ☐ Lease/Rental Agreement
- ☐ Notice of Termination/Notice to Vacate
- ☐ Motion to Pay Rent into Court
- ☐ Declaration of Compliance w/Cares Act
- ☐ Exhibit(s)

POST-JUDGMENT:

- ☐ Summons to Trustee
- ☐ Employer Disclosure
- ☐ Financial Disclosure Affidavit
- ☐ Disclosure of Exempt Income
- ☐ Post Judgment Interrogatories
- ☐ Discovery Requests

ORDERS:

- ☐ Judgment Order
- ☐ Findings and Order
- ☐ Order: _____
- ☐ Order: _____

FORECLOSURES:

- ☐ Notice to Homeowners/Rights to Mediation
- ☐ Certificate of Exemption

WRITS:

- ☐ Writ of Attachment
- ☐ Writ of Execution
- ☐ Writ of Possession
- ☐ Writ of Replevin

OTHER:

- ☐ Certificate of Service
- ☐ Counterclaim
- ☐ Notice of Hearing
- ☐ Subpoena

Items Not Listed and/or Notes Regarding Service

Method of Service

- ☐ by delivering a copy of these documents to: _____
- ☐ by delivering to _____, a person of suitable age and discretion who is a resident at the usual place of abode of said person. Relationship to the person _____
- ☐ by delivering to _____ a person authorized to receive service on behalf of Registered Agent per V.R.C.P. 4(d)(7).
- ☐ by tack order V.R.C.P. 4(d).
- ☐ unable to serve

Date

Signature of Person Making Service

Printed Name

Fees

Service Fee: \$ _____

Travel: _____ miles @ \$ _____ per mile

Postage: \$ _____

Copies: \$ _____

Other: : \$ _____

Total Fees: \$ _____