



GENERAL SESSIONS COURT OF HAMILTON COUNTY

County-City Courts Building • 600 Market Street, Chattanooga, TN, 37402 • GeneralSessionsCourt@HamiltonTN.gov

Plaintiff,

v.

Defendant

and

Defendant 2 (optional)

CASE NO. _____ **-GS-** _____

Note: Once you have served the court papers, fill out this form to explain the steps you took. If you are attempting to serve multiple defendants, you may have to use multiple affidavits if you are unable to adequately describe serving each defendant in the space below.

Affidavit of Return of Service

I certify that I served (full name): _____
with the following court documents: ☐ Civil Summons ☐ Alias Summons ☐ Detainer Summons ☐ Subpoena
☐ Scire Facias ☐ Show Cause ☐ Show Cause Order ☐ Notice of Lawsuit ☐ Notice of Eviction
☐ Consumer Debt Coversheet ☐ Other (_____)
at (TIME): _____ ☐ a.m. ☐ p.m. on (DATE): _____
at (ADDRESS): _____

Service Completed in Following Manner (Select One)

☐ **PERSONAL SERVICE.** I personally handed the document(s) to (full name): _____
Physical description _____
Notes: _____

☐ **SUBSTITUTE SERVICE.** I left the document(s) with (full name): _____
Relationship to intended recipient (if known): _____
Physical description _____
Reason why substitute service is proper under TN law: _____

☐ **SERVICE BY MAIL** ☐ I have attached a return receipt showing personal acceptance or refusal.
I sent document(s) by registered return receipt or certified return receipt mail, postage prepaid to:
(full name): _____ at above-listed address on above-listed date.
Certified mail receipt no.: _____ Courier: _____
Date of courier delivery: _____ Courier receipt no.: _____

☐ **POST FOR POSSESSION (EVICTION CASES)**. I served the detainer summons by posting it to the door, in accordance with the applicable Tennessee law, after attempting personal service three times.

Unsuccessful Attempts at Service

I unsuccessfully attempted to serve (full name): _____

at (TIME): _____ ☐ a.m. ☐ p.m. on (DATE): _____

at (ADDRESS): _____

Notes: _____

I unsuccessfully attempted to serve (full name): _____

at (TIME): _____ ☐ a.m. ☐ p.m. on (DATE): _____

at (ADDRESS): _____

Notes: _____

I unsuccessfully attempted to serve (full name): _____

at (TIME): _____ ☐ a.m. ☐ p.m. on (DATE): _____

at (ADDRESS): _____

Notes: _____

Signature

I, the undersigned, do swear and/or affirm that, the statements contained herein are true, to the best of my belief, that I am 18 years of age or older, I am authorized to serve process, and I am not a party to this case or otherwise interested in the subject matter of this case, and that I am:

☐ **LAW ENFORCEMENT OFFICER** (Agency & Badge Number: _____)

☐ **PRIVATE PROCESS SERVER**

☐ **OTHER**

Signature: _____

Name (print): _____ Date: _____

Address: _____

Phone Number/Email: _____

Note: *You are not required to get this form notarized before filing it with the Clerk.*

Sworn to and subscribed before me
this the _____ day of _____,
Signature of Notary Public: _____
My Commission Expires: _____