

☐ Superior ☐ Municipal Court of _____

SUMMONS

To:

Name of the defendant to be served

Address of the defendant to be served

Name of plaintiff's attorney or plaintiff without an attorney
Supreme Court No., if an attorney
Address
Telephone number; fax number
Email

Signature of the
Assistant Clerk of the Court

Case No. _____

CERTIFICATE OF SERVICE BY MARSHAL

I, _____ Marshal of the Court of First Instance of Puerto Rico,
_____, Part.

I certify that I served this summons and complaint in this case on _____ / _____
/ _____, at _____ ☐ a.m. ☐ p.m., in the following manner:

☐ I personally delivered it to the defendant at the following physical address:

It was made available in the immediate presence of the defendant at the following physical
address:

I left a copy of the documents with an agent authorized by the defendant or appointed by law
to receive service of process at the following physical address:

I was unable to serve this summons personally because:

In _____, Puerto Rico, this _____ day of _____.

Name of Regional Marshal

Name of Marshal of the Court
of First Instance and Badge No.

Signature of Marshal of the Court of First Instance

SERVICE BY PRIVATE INDIVIDUAL

I, _____, state that I have legal capacity as provided in
Rule 4.3 of the Rules of Civil Procedure of Puerto Rico, and certify that I served this summons and
the complaint in this case on _____ / _____ / _____, in the following manner:

I personally delivered it to the defendant at the following physical address:

It was made available in the immediate presence of the defendant at the following physical
address:

I left a copy of the documents with an agent authorized by the defendant or appointed by law
to receive service of process at the following physical address:

I was unable to serve this summons personally because:

COST OF SERVICE: \$ _____

STATEMENT OF PROCESS SERVER

I state under pain of perjury, pursuant to the laws of the Commonwealth of Puerto Rico, that the
information provided in the certificate of service is true and correct.

IN WITNESS WHEREOF, I subscribe these presents in _____, Puerto Rico, this
_____ day of _____.

Process Server's Signature

Process Server's Address

AFFIDAVIT NO. _____ [when sworn before a notary]

Sworn and subscribed by _____,
of the personal circumstances stated above, whom I attest to _____.

(know personally or have identified through the supplemental means provided by Notarial Act)

In _____, Puerto Rico, this _____ day of _____.

Name of Notary or
Regional Clerk

By: _____

Name of the
Assistant Clerk of the Court

Signature of
Assistant Clerk of the Court

Case No. _____

SERVICE UNDER LAW NO. 57 OF 2023

I, _____, certify that I served this summons and the complaint in this case on _____ / _____ / _____, in the following manner:

By email sent to the defendant at the following address:

By regular mail sent to the defendant at the following address:

STATEMENT OF PROCESS SERVER

I state under pain of perjury, pursuant to the laws of the Commonwealth of Puerto Rico, that the information provided in the certificate of service is true and correct.

IN WITNESS WHEREOF, I subscribe these presents in _____, Puerto Rico, this _____ day of _____.

Process Server's Signature

Process Server's Address

AFFIDAVIT NO. _____ [when sworn before a notary]

Sworn and subscribed by _____,
of the personal circumstances stated above, whom I attest to _____

(know personally or have identified through the supplemental means provided by Notarial Act)

In _____, Puerto Rico, this _____ day of _____.

Name of Notary
or Regional Clerk

By: _____
Name of the
Assistant Clerk of the Court

Signature of
Assistant Clerk of the Court