

\_\_\_\_ **KITSAP COUNTY DISTRICT COURT**  
\_\_\_\_ **KITSAP COUNTY SUPERIOR COURT**  
**STATE OF WASHINGTON**

____, Plaintiff/Petitioner, v. ____, Defendant/Respondent.	No. _____ <b>APPELLATE DECLARATION OF SERVICE</b>  [Note – Complete a separate form for each party served]
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**1. DOCUMENT SERVED**

I served a copy of the following –

- \_\_\_\_ Notice Of Appeal
- \_\_\_\_ Designation Of Record
- \_\_\_\_ Motion To Stay Enforcement Of Sentence (filed in District Court)
- \_\_\_\_ Motion To Stay Enforcement Of District Court Judgment (filed in Superior Court)
- \_\_\_\_ Note For Motion Docket
- \_\_\_\_ Other – \_\_\_\_\_

**2. OPPOSING PARTY REPRESENTATION**

- \_\_\_\_ Represented – The opposing party is represented by an attorney.  
[Note – service is required to be made on the attorney]
- \_\_\_\_ Not Represented – The opposing party is not represented by an attorney.

**3. PERSON SERVED**

I served the above document(s) on the following person –

(name of person served) \_\_\_\_\_ .

#### **4. METHOD OF SERVICE**

I made service as follows –

\_\_\_ Email Service Generally Required – Service by email is required unless – (1) the email address of the person served is unknown; or (2) District Court has found good cause to require another method of service; or (3) the parties have agreed in writing to another method of service.

On (date) \_\_\_\_\_, I served the above document(s) to the person served at (time) \_\_\_\_\_ by emailing the document to the following email address –

\_\_\_\_\_ .

\_\_\_ Mail Service – On (date) \_\_\_\_\_, I mailed postage prepaid the above document(s) to the person served to the following location –

\_\_\_\_\_ .

\_\_\_ Personal Service – On (date) \_\_\_\_\_, I personally served the above document(s) on the person served at (time) \_\_\_\_\_ at the following location –

\_\_\_\_\_ .

\_\_\_ Other Method of Service – I served the above document(s) on the person served as follows –

\_\_\_\_\_ .

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and that I am the person whose name is typed (or written) below.

SIGNED at (city) \_\_\_\_\_, (state) \_\_\_\_\_ on (date) \_\_\_\_\_.

*/s/ Signed Electronically*

\_\_\_\_\_

[Note – By typing your name, you intend to sign electronically and agree your electronic signature is the same as a handwritten signature for the purpose of validity, enforceability, and admissibility.]