PROOF OF SERVICE OF SUBPOENA

(To be completed by person serving the subpoena and retained by the person requesting the subpoena along with a copy of the served subpoena. It should not be filed with the Administrative Hearings Division unless proof of service is necessary in the case.)

A genuine copy of this subpoena for *(Name of individual and title, if any)*

_____ was received by me on *(date)* _____.

- ❑ I personally served the subpoena on the individual at *(place)* _____

  _____

  on *(date)* _____; or
- ❑ I left the subpoena at the individual's dwelling house or usual place of abode with *(name)* _____, a person residing therein who is at least 18 years old; or
- ❑ I served the subpoena on *(name of individual)* _____, who is designated by law to accept service of process on behalf of (name of organization) _____ on *(date)* _____; or
- ❑ I returned the subpoena unexecuted because _____; or
- ❑ Other *(specify)*: _____

  _____

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding is true and correct. Date: _____

Signature of Server: _____

Name of Server: _____

Server's Address: _____