

Oregon Employment Relations Board – Proof of Service

Name of Case: _____
Case No.: _____ Administrative Law Judge: _____

Name of Party Serving Documents: _____
Attorney for Party Serving Documents: _____

On [Date]: _____, I served the following document(s): _____

on the following person(s): [You must serve every other party in the case. If a party is represented by an attorney, serve the attorney. For each party, provide the name and contact information of the person that you served.]

Name of person served: _____
Organization or firm name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Email Address:* _____ Fax:** _____
<small>*Required if served electronically. **Required if served by facsimile.</small>

Name of person served: _____
Organization or firm name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Email Address:* _____ Fax:** _____
<small>*Required if served electronically. **Required if served by facsimile.</small>

Method of Service [Check all that apply]:

- By Personal Service:** I personally delivered the document(s) to the person(s) listed above.
- By U.S. Mail:** I mailed the document(s) via the United States Postal Service to the person(s) listed above, in envelope(s) addressed, sealed, and first-class postage fully prepaid.
- By Overnight Delivery:** I sent the document(s) via an overnight delivery carrier to the person(s) listed above, in envelope(s) addressed, sealed, and delivery postage fully prepaid.
- By Facsimile:** I faxed the document(s) to the person(s) listed above.
- By Electronic Mail:** I emailed the document(s) to the person(s) listed above.

I certify that the contents of this form are true and correct to the best of my knowledge, and that this form was completed on the date below:

Signature: _____ **Date:** _____