

## Quick reference guide: Affidavit of service

The final step in many Work Comp Campus webforms is to serve the document on appropriate parties. Campus was built to facilitate the service of a document, which means Campus prepares the document and any attachments for service. The filer of the document is responsible for following through with actual service of the document.

All Campus users have set a preferred method of service, either electronic or U.S. mail. Campus sends an email notification to parties that have selected the electronic service method. For the parties that have selected U.S. mail, the filer must print and mail the document with any attachments. If a party is added manually, the default delivery method will be U.S. mail. The document and attachments can be printed directly from Campus.

As you create a document, it may be helpful to make a list of all parties and representatives that need to be served. When you arrive at the **Affidavit of Service** screen, you will be confident all necessary recipients are selected and served.

1. The **Affidavit of Service** screen will allow you to select the parties to be served.
2. In the **Serve Party** column, click the checkbox in front of all parties and representatives that need to be served. When a company or anyone in the company is selected, any **Service of Process Designees** will automatically be selected.
3. The **Service Method** column reflects the delivery method, either **Electronic** or **US Mail**. If the **Service Method** says "None," the party has not been selected.

### Affidavit of Service Parties

Select the parties to serve below. You may update service addresses for parties served via mail. Click the Add Service Recipient button to add parties to the service list.

+ Add Service Recipient

Serve Party	Name	Role	Address	Service Method	Service Date
<input checked="" type="checkbox"/>	worker One	Employee	ctestng719-workerone@gmail.com	Electronic	3/12/2024
<input checked="" type="checkbox"/>	Marc Test Employer	Employer	test Young America, MN 55555	US Mail	Choose a date* 3/12/2024
<input type="checkbox"/>	AAA Really Big Insurers	Insurer	123 Timberwolves St Saint Paul, MN 55101	None	N/A
<input type="checkbox"/>	Vicite Insurer	Service of Process Designee for AAA Really Big Insurers	Campusstestvia-r@gmail.com	None	N/A
<input type="checkbox"/>	Brian Beanzcounter	Service of Process Designee for AAA Really Big Insurers	Craymond.din+86C@gmail.com	None	N/A
<input type="checkbox"/>	Gen IR2	Service of Process Designee for AAA Really Big Insurers	imassing223+12@gmail.com	None	N/A
<input type="checkbox"/>	Test Account	Service of Process Designee for AAA Really Big Insurers	1111.testacct@gmail.com	None	N/A
<input type="checkbox"/>	Test Account	Service of Process Designee for AAA Really Big Insurers	1111.testattorney@gmail.com	None	N/A
<input type="checkbox"/>	Aksh Shyam IR1	Service of Process Designee for AAA Really Big Insurers	akshshyam+r1@gmail.com	None	N/A
<input type="checkbox"/>	Cheryl George	Service of Process Designee for AAA Really Big Insurers	CampusCLS+r@gmail.com	None	N/A

4. To add a party or representative to the list, click on the **+ Add Service Recipient** button. The **Role** field indicates who they are or who they are connected to. Click **Save** to add the recipient.

5. All recipients added from the **+ Add Service Recipient** button will be assigned the **Service Method** of **US Mail**.

6. To complete the process, check the boxes to “declare” and “confirm.” Your **Electronic Signature** must be entered exactly as it is in your Campus profile.

7. Click **Submit Form**.

8. If the **Service Method** chosen was **Electronic**, the parties will receive a notification email message from Campus.

9. To prepare documents to mail, navigate to the document. The document will confirm who needs to be served by U.S. mail.

10. Print the document.

11. The address label and any attachments can be found below the document.

12. Place the document and any attachments in the mail.

**Affidavit of Service**

Parties

Select the parties to serve below. You may update service addresses for parties served via mail. Click the Add Service Recipient button to add parties to the service list.

Service Party	Name	Role	Address	Service Method	Service Date
<input checked="" type="checkbox"/>	Worker One	Employee	ctester719@workerone@gmail.com	Electronic	3/12/2024
<input checked="" type="checkbox"/>	Marc Test Employer	Employer	test Young America, MN 55555	US Mail	Choose a date * 3/12/2024
<input checked="" type="checkbox"/>	Insurer ADR	Intervenor	443 Lafayette RD N st. paul, MN 55155	US Mail	Choose a date * 3/12/2024

6 **Declaration**

I declare under penalty of perjury that everything that I have stated in this document is true and correct. Minn. Stat. § 358.116

**Electronic Signature**

Please type your First and Last Name as they appear on your CAMPUS profile. By signing and dating this form, I certify copies of this form and attachments are being sent to the:

6 **Full Name of Signatory \***

Worker One

6  I understand that by checking this box, I am legally signing this electronic form and I confirm that the information on this form is true, accurate, and complete to the best of my knowledge.

7

Back **Submit Form** Save as Draft Preview Cancel

**Document: DO-02-6268-823**

STATE OF MINNESOTA )  
                                  ) ss.  
COUNTY OF RAMSEY )

**Affidavit of Service**

I, Worker One, am at least 18 years of age, and in the City of Saint Paul, County of Ramsey, State of Minnesota, served the Request for Mediation by delivering a true and correct copy thereof to the following parties, through the service methods listed below:

By depositing the copy in the United States Mail postage prepaid on March 12, 2024, addressed to:

**Marc Test Employer**  
Marc Test Employer  
test  
Young America, MN, 55555

Marc Test Employer and Insurer ADR need to be served via US Mail.

**Insurer ADR**  
Insurer ADR  
443 Lafayette RD N  
st. paul, MN, 55155

Electronically via Work Comp Campus on March 12, 2024 to:

**Worker One**  
Worker One  
Employee  
ctester719@workerone@gmail.com

Worker One has been served electronically.

**Related Attachments**

AddressLabel.pdf  
Address Label  
Address labels for parties served via mail

Download View Details

IME Report.pdf  
Agreement to Mediate  
Agreement to Mediate

Download View Details

