§ 409. Summons and complaint, notice of petition and petition or order to show cause and petition; filing proof of service.

(a) Proof of service of the summons and complaint, notice of petition and petition or order to show cause and petition shall be filed with the clerk of the court in the district in which the action is brought.

(b) Proof of service shall be made by the certificate of the enforcement officer or by the affidavit of the person by whom the service was made, and such certificate or affidavit shall be indorsed upon or annexed to the summons.