



# PROOF OF SERVICE BY MAIL

PETITIONER: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

RESPONDENT: \_\_\_\_\_

**Instructions:** After having the parties served with this At-Issue Memorandum, have the person who mailed the form complete this Proof of Service by Mail. An **unsigned** copy of the Proof of Service by Mail should be completed and served with the At-Issue Memorandum. Give the At-Issue Memorandum and the completed Proof of Service by Mail to the clerk for filing. If you are representing yourself, someone else must mail these papers and sign the Proof of Service by Mail.

1. I am over the age of 18 and **not a party to this case**. I am a resident of or employed in the county where the mailing took place.
2. My residence or business address is (specify): \_\_\_\_\_  
\_\_\_\_\_
3. I served the At-Issue Memorandum by enclosing a copy in an envelope addressed to all parties appearing in case as shown in such memorandum AND
  - A.  **depositing** the sealed envelope in the United States mail on the date and at the place shown in item 3c with the postage fully prepaid.
  - B.  **placing** the envelope for collection and mailing on the date and the place shown in item 3c following ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.
  - C. (1) Date mailed: \_\_\_\_\_  
(2) Place mailed (city and state): \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE OF PERSON WHO MAILED FORM)

## NAME AND ADDRESS OF EACH PERSON TO WHOM NOTICE WAS MAILED

**NAME**

**Address (number, street, city and zip code)**

<b><u>NAME</u></b>	<b>Address (number, street, city and zip code)</b>