

Proof of Service Form

Directions: A copy of this form shall be appropriately filled out and attached when proof of service or statement of delivery or mailing is required. Use Part 1 and Part 3 for delivery by mail. Use Part 2 and Part 3 for personal delivery.

Part 1: Delivery by U.S. Mail: Proof of Service by Mail

I declare that I am over the age of eighteen years and not a party to this action.

My address is _____ . On _____ ,
(date)

I served the attached _____ by placing
(name of document)

a true copy enclosed in a sealed envelope with postage fully prepaid in the U.S. mail, addressed as follows:

Part 2: Personal Delivery:

I declare that on _____ , I personally delivered the attached
(date)

_____ to _____ ,
(name of document) (name of recipient)

at _____ .
(location)

Part 3: I declare under penalty of perjury that the foregoing is true and correct and that

this declaration was executed on _____ at
(date)

(city)

(type or print name)

(signature)