



Proof of Service

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 Section 1 and Section 3 for delivery by mail. Use Section 2 and Section 3 for personal delivery.

Section 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 _____ (name of document) by placing a true copy
enclosed in a sealed envelope with postage fully prepaid in the U.S mail, addressed as follows:

Section 2: Personal Delivery

I declare that on _____ (date), I personally delivered the attached _____ (name of document)
to _____ (name of recipient) at _____ (location).

Section 3

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed on
_____ (date) at _____ (city).

Print Name

Signature