

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): _____ _____ _____ _____ TELEPHONE _____ FAX _____ NO. _____ NO. _____ ATTORNEY FOR _____ (Name) INSERT NAME OF COURT, JUDICIAL DISTRICT, AND BRANCH COURT, IF ANY _____ _____ _____ PLAINTIFF: _____ DEFENDANT: _____	FOR COURT USE ONLY <div style="text-align: center; font-size: 24pt; font-weight: bold;">0</div> Case Number: _____
MEMORANDUM OF COSTS (SUMMARY)	

The following costs are requested:

1. Filing and motion fees	1.	\$	_____
2. Jury fees	2.	\$	_____
3. Jury food and lodging	3.	\$	_____
4. Deposition costs	4.	\$	_____
5. Service of process	5.	\$	_____
6. Attachment expenses	6.	\$	_____
7. Surety bond premiums	7.	\$	_____
8. Witness fees	8.	\$	_____
9. Court-ordered transcripts	9.	\$	_____
10. Attorney fees (enter here <i>if</i> contractual or statutory fees are fixed without necessity <i>of</i> a court determination; otherwise a noticed motion is required)	10.	\$	_____
11. Models, blowups, and photocopies of exhibits	11.	\$	_____
12. Court reporter fees as established by statute	12.	\$	_____
13. Other	13.	\$	_____
TOTAL COSTS		\$	_____

I am the attorney, agent, or party who claims these costs. To the best of my knowledge and belief this memorandum of costs is correct and these costs were necessarily incurred in this case.

Date: _____
e: _____

(TYPE OR PRINT
NAME)

(Proof of service on reverse)

(SIGNATURE)

SHORT TITLE: _____	CASE NUMBER _____
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**PROOF
OF**

☐

**MAILIN
G**

☐

**PERSONAL
DELIVERY**

1. At the time of mailing or personal delivery, I was at least 18 years of age and **not a party** to this legal action.
2. My residence or business address is (specify):

3. I mailed or personally delivered a copy of the *Memorandum of Costs (Summary)* as follows (complete either a or b):

a ☐ **Mail.** I am a resident of or employed in the county where the mailing occurred.

- (1) I enclosed a copy in an envelope AND

(☐) **deposited** the sealed envelope with the United States Postal Service with the postage fully prepaid.

a ☐ **placed** the envelope for collection and mailing on the date and at the place shown in items below following our ordinary business practices. I am readily familiar with this business' 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.

- (2) The envelope was addressed and mailed as follows:

(a) Name of person served: _____

(b) Address on envelope:

(c) Date of mailing: _____

(d) Place of mailing (city and state): _____

b ☐ **Personal delivery.** I personally delivered a copy as follows:

- (1) Name of person served: _____

- (2) Address where delivered: _____

(3) Date delivered: _____

(4) Time delivered: _____

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

Date: _____
e: _____

(TYPE OR PRINT
NAME)

(SIGNATURE OF
DECLARANT)

