



### 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