

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

PROOF OF SERVICE

I, _____, declare:

I am a resident of the State of California and over the age of eighteen years, and not a party to the within action; my business address is _____ *[insert name and street address]*. On _____ *[insert date]*, I served the within documents:

by causing facsimile transmission of the document(s) listed above from _____ *[insert facsimile number]* to the person(s) and facsimile number(s) set forth below on this date before 5:00 P.M. This transmission was reported as complete and without error. A copy of the transmission report(s), which was properly issued by the transmitting facsimile machine, is attached. Service by facsimile has been made pursuant to a prior written agreement between the parties.

by placing the document(s) listed above in a sealed envelope with postage thereon fully prepaid, in the United States mail at _____ *[insert city]*, California, addressed as set forth below. I am readily familiar with the firm's practice for collection and processing correspondence for mailing with the United States Postal Service. Under that practice, it would be deposited with the U.S. Postal Service on that same day with postage thereon fully prepaid in the ordinary course of business. I am aware that on motion of the party served, service is presumed invalid if postal cancellation date or postage meter date is more than one day after date of deposit for mailing contained in this affidavit.

by placing the document(s) listed above in a sealed envelope and affixing a prepaid air bill, and causing the envelope to be delivered to a _____ *[insert as appropriate]* agent for delivery, or deposited in a box or other facility regularly maintained by _____ *[insert as appropriate]*, in an envelope or package designated by the express service carrier, with delivery fees paid or provided for, addressed to the person(s) at the address(es) set forth below.

by personally delivering the document(s) listed above to the person(s) at the address(es) set forth below.

by causing personal delivery by _____ *[insert name and address of business providing service of legal documents]* of the document(s) listed above to the person(s) at the address(es) set forth below.

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

Executed on _____, 20____ at _____ *[insert city]*, California.
