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CERTIFICATE OF SERVICE OF DOCUMENT OTHER THAN COMPLAINT

Unless all parties to the case (including you) are electronic filers, you must serve each document you file by sending or delivering it to the opposing side. Complete this form and include it with the document that you file and serve.

1. **Case Name:** _____ v. _____

2. **Case Number:** _____

3. **What documents were served?** Write the full name or title of the document(s)

4. **How was the document served?** Check one

- Placed in U.S. Mail
- Hand-delivered
- Sent for delivery (e.g., FedEx, UPS)
- Sent via email (if the other party has agreed to accept service by email)

5. **Who did you send the document to?** [Write the full name and contact information for each person you sent the document.]

6. **When were the documents sent?** _____

7. **Who served the documents?** [Whoever puts it into the mail emails, delivers or sends for delivery should sign, and print their name and address. You can do this yourself.]

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

Signature: _____

Name: _____

Address: _____