

Insert Case Name: _____	CASE NUMBER: _____
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ACKNOWLEDGMENT OF RECEIPT (other than Summons or Complaint)

The undersigned acknowledges receipt of a copy of the foregoing _____

on (date) _____ .

Type or Print Name

Signature

PROOF OF SERVICE

I am employed/reside in the County of _____, State of California.
I am over the age of 18 and not a party to the within action; my business/residence address is: _____

On (date) _____ I served the foregoing document described as _____

_____ on (name) _____ in this action

- by placing the true copies thereof enclosed in sealed envelopes addressed as stated on the attached mailing list:
- by placing the original a true copy thereof enclosed in sealed envelopes addressed as follows:

*** BY MAIL**

I deposited such envelope in the mail at (place) _____, California.
The envelope was mailed with postage thereon fully prepaid.

As follows: I am "readily familiar" with the firm's practice of collection and processing correspondence for mailing. Under that practice it would be deposited with U.S. postal service on that same day with postage thereon fully prepaid at (place) _____, California, 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 in affidavit.

**** PERSONAL SERVICE**

I delivered such envelope(s) by hand to the offices of the addressee(s).

- I declare under penalty of perjury under the laws of the State of California that the above is true and correct.
- I declare that I am employed in the office of a member of the bar of this court at whose direction the service was made.

Executed on (date) _____ at (place) _____, California.

Type or Print Name

Signature

* (BY MAIL SIGNATURE MUST BE OF PERSON DEPOSITING ENVELOPE
IN MAIL SLOT, BOX, OR BAG)
** (FOR PERSONAL SERVICE SIGNATURE MUST BE THAT OF MESSENGER)