

PROOF OF SERVICE BY MAIL
California Code of Civil Procedure Section 1013(a)

[Title of Document, e.g., Notice of Layoff]

I, [Name of person mailing the letter], declare:

I am over age 18, not a party to this action, and am employed in [County Name] at the [Department Name], [Full Address]. On [Date], I deposited in the United States mail at [City Name], a copy of the attached [Title of Document Being Mailed], in a sealed envelope, with postage fully prepaid, addressed to:

[List Here Anyone Being Mailed To]

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

Executed at [City Name], this [Date].

[Signature of Person Mailing the Document]
[Type the Name of the Person Mailing the Document]

Attachment(s)