

ATTORNEY OR PARTY WITHOUT ATTORNEY <i>(Name, Address, Telephone No.)</i> ATTORNEY FOR <i>(Name)</i> : _____ Bar No: _____	<i>FOR COURT USE ONLY</i>
SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE JUSTICE CENTER: <input type="checkbox"/> Central - 700 Civic Center Dr. West, Santa Ana, CA 92701 <input type="checkbox"/> Civil Complex Center, 751 W. Santa Ana Blvd., Bldg. 36, Santa Ana, CA 92701 <input type="checkbox"/> Harbor-Newport Beach Facility - 4601 Jamboree Rd., Newport Beach, CA 92660-2595 <input type="checkbox"/> Harbor-Laguna Hills Facility - 23141 Moulton Pkwy., Laguna Hills, CA 92653 <input type="checkbox"/> Lamoreaux - 341 The City Drive, Orange, CA 92868 <input type="checkbox"/> North - 1275 N. Berkeley Ave., P. O. Box 5000, Fullerton, CA 92838-0500 <input type="checkbox"/> West - 8141 13 th Street, Westminster, CA 92683	
PLAINTIFF: DEFENDANT:	CASE NUMBER:
PROOF OF SERVICE BY PERSONAL DELIVERY OR MAIL <input type="checkbox"/> Limited Civil <input type="checkbox"/> Unlimited Civil	Case assigned to: Judge: Department: Date complaint filed: Hearing/trial date:

INSTRUCTIONS

An Answer or Notice must be served by anyone at least 18 years of age EXCEPT BY A PARTY TO THIS LEGAL ACTION. This type of service is used on most documents **subsequent to service of the summons and complaint**. Service is made by one of the following ways:

(1) Personally delivering a copy to the attorney for the other party, if no attorney, to the other party.
 OR
 (2) By mailing a copy, postage prepaid to the last known address of the attorney for the other party or, if no attorney, to the other party.

Be sure whoever serves the document fills out and signs this proof of service. File the original document along with the original Proof of Service with the Court as soon as possible thereafter.

PROOF OF SERVICE

1. At the time of service I was at least 18 years of age and not a party to this action.
2. Name of document served: _____
3. I served the above mentioned document as follows:
 - a. **Personal delivery.** I personally delivered the above mentioned document as follows:
 - (1) Name of person served: _____
 - (2) Address where served: _____
 - (3) Date served: _____
 - (4) Time served: _____
 - b. **Mail.** I deposited the above mentioned document in the United States mail, in a sealed envelope with postage fully prepaid. The envelope was addressed as follows:
 - (1) Name of person served: _____
 - (2) Address: _____
 - (3) Date of mailing: _____
 - (4) Place of mailing (city and state): _____
 - (5) I am a resident of or employed in the county where this mailing took place. My residence or business address is (specify): _____

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

Date: _____

 PRINT OR TYPE NAME

 SIGNATURE OF PARTY THAT SERVED DOCUMENT(S)

PROOF OF SERVICE BY PERSONAL DELIVERY OR MAIL