

ATTORNEY OR PARTY WITHOUT ATTORNEY <i>(Name, state bar number, and address):</i>    TELEPHONE NO.: _____ FAX NO. <i>(Optional)</i> : _____ E-MAIL ADDRESS <i>(Optional)</i> : _____ ATTORNEY FOR <i>(Name)</i> : _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF:  DEFENDANT:	
<b>MEMORANDUM OF COSTS ON APPEAL</b>	CASE NUMBER:

Prevailing party *(name)*:  
 claims from *(name)*:  
 the following costs on appeal:

		<b>TOTALS</b>
1. Filing fees .....	1. \$	
2. Preparation of clerk's transcript .....	2. \$	
3. Preparation of reporter's transcript .....	3. \$	
4. Printing of briefs .....	4. \$	
5. Production of additional evidence .....	5. \$	
6. Notary fees .....	6. \$	
7. Expenses of service .....	7. \$	
8. Transmission and filing of record, briefs, and other papers .....	8. \$	
9. Premium on any surety bond on appeal .....	9. \$	
10. Other expenses reasonably necessary to secure surety bond .....	10. \$	
11. Other: ..... <i>(specify authority):</i> .....	11. \$	

<b>TOTAL COSTS</b> ..... \$ _____
-----------------------------------

I am  the party  counsel for the party  agent for the party who claims the costs listed above. To the best of my knowledge, the items of cost are correct and were necessarily incurred in this case on appeal.

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

_____ (TYPE OR PRINT NAME)		_____ (SIGNATURE OF DECLARANT)
-------------------------------	--	-----------------------------------

SHORT TITLE:  _____	CASE NUMBER:  
---------------------------	----------------------

**PROOF OF SERVICE**

**Mail**       **Personal Service**

1. At the time of service I was at least 18 years of age and **not a party to this legal action.**

2. My residence or business address is (*specify*):

3. I mailed or personally delivered a copy of the *Memorandum of Costs on Appeal* as follows (*complete either a or b*):

a.  **Mail.** I am a resident of or employed in the county where the mailing occurred.

(1) I enclosed a copy in an envelope **and**

(a)  **deposited** the sealed envelope with the United States Postal Service, with the postage fully prepaid.

(b)  **placed** the envelope for collection and mailing on the date and at the place shown in items below, following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service, in a sealed envelope with postage fully prepaid.

(2) The envelope was addressed and mailed as follows:

(a) Name of person served:

(b) Address on envelope:

(c) Date of mailing:

(d) Place of mailing (*city and state*):

b.  **Personal delivery.** I personally delivered a copy as follows:

(1) Name of person served:

(2) Address where delivered:

(3) Date delivered:

(4) Time delivered:

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

Date:

\_\_\_\_\_  
(TYPE OR PRINT NAME)



\_\_\_\_\_  
(SIGNATURE OF DECLARANT)