

SHORT TITLE	CASE NUMBER
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DECLARATION OF MAILING

INSTRUCTIONS: Only a person who is age 18 years or older and **not** a party to this action can serve document copies by mail. (Code Civ. Proc., § 1013a.) An unsigned copy of this *Declaration of Mailing* must be attached to and mailed with the copies. After the copies are deposited in the mail, the person who mailed them must fill out and sign this form attached as the last page of the originals for filing. (Code Civ. Proc., § 1013(b).) **WARNING: Falsifying this form can be a felony, punishable by imprisonment in state prison.** (Pen. Code, §§ 118 & 126)

1. I am employed in, or a resident of, the county in which this mailing occurred, and not a party to this action. At the time of mailing, I was at least 18 years of age or older;
2. I am readily familiar with the practice at the residence or business address shown below for collection and processing of correspondence for mailing with the United States Postal Service, which causes it to be sealed and deposited with said Postal Service with the postage prepaid the same day it is mailed or placed for collection and processing.
3. My residence business address and telephone number are as follows:

ADDRESS	TELEPHONE NUMBER ()
CITY, STATE AND ZIP CODE	

4. I served the below document(s) on behalf of _____ (name of party) by personally sealing and mailing with postage prepaid, placing for collection and mailing following ordinary business practices, true copies to the addressed as shown, on the date and at the place shown, in envelope(s) sealed, or to be sealed in the ordinary course of business, and addressed as follows:

DATE MAILED	PLACE OF MAILING (<i>City and state</i>)
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5. Exact title(s) of document(s) served: _____

<i>I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.</i>		
DATED	TYPE OR PRINT NAME OF PERSON WHO DID MAILING	SIGNATURE OF PERSON WHO DID MAILING