

**CERTIFICATE OF SERVICE**

*You must serve each document you file by sending or delivering to the opposing side. Complete this form, and include it with the document to that you file and serve.*

1. **Case name:** \_\_\_\_\_ v. \_\_\_\_\_

2. **Case number:** \_\_\_\_\_

3. **Documents served:** \_\_\_\_\_

4. **How was the Motion served?** *[check one]*

Placed in U.S. Mail

Hand-delivered

Sent for delivery (e.g., FedEx, UPS)

Sent by fax (if the other party has agreed to accept service by fax)

5. **On whom was the Motion served?** *[For each person who was sent the document, write their full name and contact information used.]*

_____	_____
_____	_____
_____	_____
_____	_____

6. **When was the Motion served?** \_\_\_\_\_

7. **Who served the Motion?** *[Whoever puts it into the mail, faxes, delivers or sends for delivery should sign, and print their name and address. You can do this yourself.]*

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_