



# Sample

**POS-020**

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):  
**Paul Sample**  
 1234 Main Street  
 Sacramento, CA 95814

TELEPHONE NO: 916-555-1234 FAX NO. (Optional)

E-MAIL ADDRESS (Optional)

ATTORNEY FOR (Name): **In Pro Per**

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento**

STREET ADDRESS: 720 Ninth Street  
 MAILING ADDRESS: 720 Ninth Street  
 CITY AND ZIP CODE: Sacramento, CA 95814  
 BRANCH NAME: Civil

PETITIONER/PLAINTIFF: **Paul Sample**  
 RESPONDENT/DEFENDANT: **Peter Perpetrator**

FOR COURT USE ONLY

CASE NUMBER: 34-2012-00012345

**PROOF OF PERSONAL SERVICE—CIVIL**

*(Do not use this Proof of Service to show service of a Summons and Complaint.)*

1. I am over 18 years of age and **not a party to this action.**

2. I served the following documents (specify):  
**Order to Show Cause, Proposed Order**

The documents are listed in the Attachment to Proof of Personal Service—Civil (Documents Served) (form POS-020(D)).

3. I personally served the following persons at the address, date, and time stated:  
 a. Name: **Peter Perpetrator**  
 b. Address: **9876 Elm Ave., Sacramento, CA 95835**  
 c. Date: **March 14, 2012**  
 d. Time: **2:15 pm**

The persons are listed in the Attachment to Proof of Personal Service—Civil (Persons Served) (form POS-020(P)).

4. I am  
 a.  not a registered California process server.  
 b.  a registered California process server.  
 c.  an employee or independent contractor of a registered California process server.  
 d.  exempt from registration under Business & Professions Code section 22350(b).

5. My name, address, telephone number, and, if applicable, county of registration and number are (specify):  
**Sally Server, 4657 University Street, Sacramento, CA 95817 916-555-5555**

6.  I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  
 I am a California sheriff or marshal and certify that the foregoing is true and correct.

Date: \_\_\_\_\_  
**Sally Server**  
(TYPE OR PRINT NAME OF PERSON WHO SERVED THE PAPERS)

\_\_\_\_\_  
(SIGNATURE OF PERSON WHO SERVED THE PAPERS)

Form Approved for Optional Use  
 Judicial Council of California  
 POS-020 (New January 1, 2008)

**PROOF OF PERSONAL SERVICE—CIVIL**

Code of Civil Procedure, § 1011  
 www.courtinfo.ca.gov

Proof of Service Civil (POS-020)