



Samples

POS-030

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): Paul Sample 1234 Main Street Sacramento, CA 95814 TELEPHONE NO.: 916-555-4678 FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): In Pro Per	FOR COURT USE ONLY CASE NUMBER: 34-2012-00012345
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: Peter Petitioner RESPONDENT/DEFENDANT: Paul Sample	
PROOF OF SERVICE BY FIRST-CLASS MAIL—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 took place. or employed in the county where the mailing
2. My residence or business address is:
987 Hawthorne Drive
Sacramento, CA 95825
 On (date): **5/1/2012** I mailed from (city and state): **Sacramento, CA**
 the following documents (specify):
Answer-Contract
3. The documents are listed in the Attachment to Proof of Service by First-Class Mail—Civil (Documents Served) (form POS-030(D)).
4. I served the documents by enclosing them in an envelope and (check one):
 a. depositing the sealed envelope with
 b. placing the envelope for collection in a mail box, or mailed at a US Post Office, check box a. If it was placed for collection and mailing, it is a sealed envelope with postage fully prepaid.
5. The envelope was addressed and mailed as follows:
 a. Name of person served: **Peter Petitioner**
 b. Address of person served:
4567 Mission Ave.
Elk Grove, CA 95757

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

Date: **5/1/2012**

Susan Server _____

(TYPE OR PRINT NAME OF PERSON COMPLETING THIS FORM) (SIGNATURE OF PERSON COMPLETING THIS FORM)

PROOF OF SERVICE BY FIRST-CLASS MAIL—CIVIL
(Proof of Service)

Code of Civil Procedure, §§ 1013, 1013a
www.courtinfo.ca.gov

Proof of Service by Mail (POS-030)