<i>-</i>	ATTORNEY OR PARTY WITHOUT ATTORNEY OR GOVERNMENTAL AGENCY (under Family Code, §§ 17400, 17406)	FOR COURT USE ONLY	
(Name, state bar number, and address):		
\vdash			
	TELEPHONE NO.: FAX NO.:		
Ι.	ATTORNEY FOR (Name):		
\vdash	SUPERIOR COURT OF CALIFORNIA, COUNTY OF		
'	STREET ADDRESS:		
	MAILING ADDRESS:		
	CITY AND ZIP CODE:		
	BRANCH NAME:		
\vdash	PETITIONER/PLAINTIFF:		
RESPONDENT/DEFENDANT:			
Ι΄			
	OTHER PARENT:		
	DDOOF OF CEDVICE BY MAIL	CASE NUMBER:	
	PROOF OF SERVICE BY MAIL		
NOTICE			
NOTICE: To serve temporary restraining orders you must use personal service (see form FL-330).			
1	I am at least 18 years of age, not a party to this action, and I am a resident of or employe	d in the county where the mailing took	
١.	place.	d in the county where the maining took	
	piaco.		
2	My residence or business address is:		
۷.	My residence of business address is.		
3	3. I served a copy of the following documents (specify):		
٥.	Toolived a copy of the following accomments (openny).		
	by enclosing them in an envelope AND		
	a. depositing the sealed envelope with the United States Postal Service with the postage fully prepaid.		
	b. placing the envelope for collection and mailing on the date and at the place shown in item 4 following our ordinary		
	business practices. I am readily familiar with this business's practice for collecting		
	mailing. On the same day that correspondence is placed for collection and maili	• • •	
	business with the United States Postal Service in a sealed envelope with postag		
	business man are crimed ciacos i colai convicto in a colaica crivelepo man pocial	go rany propana.	
4.	4. The envelope was addressed and mailed as follows:		
	a. Name of person served:		
	b. Address:		
	c. Date mailed:		
	d. Place of mailing (city and state):		
5.	5. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.		
Data			
Date:			
)		
	(TYPE OR PRINT NAME) (SIGNATU	RE OF PERSON COMPLETING THIS FORM)	

INFORMATION SHEET FOR PROOF OF SERVICE BY MAIL

Use these instructions to complete the *Proof of Service by Mail* (form FL-335).

A person at least 18 years of age or older must serve the documents. There are two ways to serve documents: (1) personal delivery and (2) by mail. See the *Proof of Personal Service* (form FL-330) if the documents are being personally served. The person who serves the documents must complete a proof of service form for the documents being served. **You cannot serve documents if you are a party to the action.**

INSTRUCTIONS FOR THE PERSON WHO SERVES THE DOCUMENTS (TYPE OR PRINT IN BLACK INK)

You must complete a proof of service for each package of documents you serve. For example, if you serve the Respondent and the Other Parent, you must complete two proofs of service, one for the Respondent and one for the Other Parent.

Complete the top section of the proof of service forms as follows:

<u>First box, left side</u>: In this box print the name, address, and phone number of the person for whom you are serving the documents.

<u>Second box</u>, <u>left side</u>: Print the name of the county in which the legal action is filed and the court's address in this box. Use the same address for the court that is on the documents you are serving.

<u>Third box, left side</u>: Print the names of the Petitioner/Plaintiff, Respondent/Defendant, and Other Parent in this box. Use the same names listed on the documents you are serving.

First box, top of form, right side: Leave this box blank for the court's use.

Second box, right side: Print the case number in this box. This number is also stated on the documents you are serving.

You cannot serve a temporary restraining order by mail. You must serve those documents by personal service.

- 1. You are stating that you are at least 18 years old and that you are not a party to this action. You are also stating that you either live in or are employed in the county where the mailing took place.
- 2. Print your home or business address.
- 3. List the name of each document that you mailed (the exact names are listed on the bottoms of the forms).
 - a. Check this box if you put the documents in the regular U.S. mail.
 - b. Check this box if you put the documents in the mail at your place of employment.
- 4. a. Print the name you put on the envelope containing the documents.
 - b. Print the address you put on the envelope containing the documents.
 - c. Write in the date that you put the envelope containing the documents in the mail.
 - d. Write in the city and state you were in when you mailed the envelope containing the documents.
- 5. You are stating under penalty of perjury that the information you have provided is true and correct.

Print your name, fill in the date, and sign the form.

If you need additional assistance with this form, contact the Family Law Facilitator in your county.