

PLAINTIFF: DEFENDANT:	CASE NUMBER:
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PROOF OF SERVICE BY MAIL
NOTICE OF CHANGE OF ADDRESS AND TELEPHONE NUMBER

1. I am at least 18 years old and **not a party to this cause**. I am a resident of or employed in the county where the mailing took place, and my residence or business address is (*specify*):

2. I served a copy of the *Notice of Change of Address and Telephone Number* by mailing it in a sealed envelope with postage fully prepaid, certified mail, return receipt requested, as follows:
 - a. I deposited the envelope with the United States Postal Service.
 - b. I placed the envelope for collection and processing for mailing, following this business's ordinary practice, with which I am readily familiar. On the same day correspondence is placed for collection and mailing, it is deposited with the United States Postal Service in the ordinary course of business.

3. Manner of service:
 - a. Date of mailing:
 - b. Place mailed from:
 - c. Addressed as follows:

Name:

Street:

City, state, and zip code:

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

Date:

(TYPE OR PRINT NAME)



(SIGNATURE OF DECLARANT)