

PLAINTIFF: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> DEFENDANT:	CASE NUMBER:
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PROOF OF SERVICE BY MAIL

Instructions: After having the parties served by mail with the Request/Counter-Request to Set Case for Trial—Unlawful Detainer, (form UD-150), have the person who mailed the form UD-150 complete this Proof of Service by Mail. An **unsigned** copy of the Proof of Service by Mail should be completed and served with form UD-150. Give the Request/Counter-Request to Set Case for Trial—Unlawful Detainer (form UD-150) and the completed Proof of Service by Mail to the clerk for filing. If you are representing yourself, someone else must mail these papers and sign the Proof of Service by Mail.

1. I am over the age of 18 and **not a party to this case**. I am a resident of or employed in the county where the mailing took place.
2. My residence or business address is (specify):

3. I served the *Request/Counter-Request to Set Case for Trial—Unlawful Detainer* (form UD-150) by enclosing a copy in an envelope addressed to each person whose name and address are shown below AND



- a. **depositing** the sealed envelope in the United States mail on the date and at the place shown in item 3c with the postage fully prepaid.
- b. **placing** the envelope for collection and mailing on the date and at the place shown in item 3c following ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.
- c. (1) Date mailed:

(2) Place mailed (city and state):

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 PERSON WHO MAILED FORM UD-150)

NAME AND ADDRESS OF EACH PERSON TO WHOM NOTICE WAS MAILED

Name

Address (number, street, city, and zip code)



4.		
5.		
6.		
7.		
8.		
9.		

List of names and addresses continued on a separate attachment or form MC-025, titled Attachment to Proof of Service by Mail.



Now that you have completed your forms...

Your next steps:

- ☆ **Print**
Print out the form.
- ☆ **Review**
Review all of the information that you have completed. Make sure to sign at the bottom of Page One. (If you would like for your forms to be reviewed, then stop by your local self-help center for more information).
- ☆ **Copy & Serve**
Make copies of the form – you will need a copy for each tenant plus 1 for yourself. You will need to get someone else to mail a copy to each tenant, regular mail. The person who serves the tenant by mail will complete the proof of service on Page 2 and sign it.

REMEMBER! A person over the age of 18 and not a party to the action is supposed to serve the documents to the other party... NOT YOU!

- ☆ **File**
Take the original Request to Set Trial Date form, plus 1 copy, to the courthouse clerk's office. The clerk will then mail out a notice to the parties (you and the tenant(s) who filed an Answer) with the trial date. The date should be less than 20 days from the date you filed the Request to Set Trial Date form.