

CERTIFICATE OF SERVICE

You must complete this form, and include it with the Initial Disclosures that you serve.

1. Case name: \_\_\_\_\_ v. \_\_\_\_\_

2. Case number: \_\_\_\_\_

3. What documents were served? Initial Disclosures

4. How were the documents served? Check one

Placed in U.S. Mail

Hand-delivered

Sent for delivery (e.g., FedEx, UPS)

Sent via email (if the other party has agreed to accept serve by email)

5. Who did you send the documents to? [Write the full name and contact information for each person you sent the document. Do NOT send Initial Disclosures to the Court.]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. When were the documents sent? \_\_\_\_\_

7. Who served the documents? [Whoever puts it into the mail, emails, delivers or sends for delivery should sign, and print their name and address. You can do this yourself.]

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_