



CASE TITLE	CASE NUMBER
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**PROOF OF SERVICE BY MAIL**

(Must be completed in full or General Civil At-Issue Memorandum will not be accepted for filing)

Any party not in agreement with this General Civil At-Issue Memorandum shall within 10 days after service thereof, serve and file its own General Civil At-Issue Memorandum.

At the time of mailing, I was at least 18 years of age, not a party to this cause and a resident of or employed in the county where the mailing occurred.

My residence or business address is (*specify*):

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I enclosed a true copy of this Notice of General Civil At-Issue Memorandum and referenced documents in a sealed envelope by first-class, postage fully prepaid mail and deposited the envelope directly in the United States mail **OR** at my place of business for same-day collection and mailing with the United States mail, following our ordinary business practices with which I am readily familiar.

The envelope was addressed and mailed as follows:

- 1) Addressed as shown in Item 6 and in Attachment 7
- 2) Date of mailing: \_\_\_\_\_
- 3) Place of mailing: (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:

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(Type or Print Name of Declarant)

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(Signature of Declarant)