

**ADDITIONAL PROOF OF SERVICE**

In **1a**, enter the name, mailing address, and email address of the party or lawyer to whom you sent the document.

In **1b**, check the box to show how you sent the document, and fill in any other information required on the blank lines.

**CAUTION:** If the other party does not have a lawyer, you may send the document by email only if the other party has listed their email address on a court document.

In **c**, fill in the date and time that you sent the document.

1. I sent this document:

a. To:

Name: \_\_\_\_\_  
*First Middle Last*

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*Street, Apt # City State ZIP*

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 Mail from a prison or jail at:

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*Date*

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*Time*