

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address):		TELEPHONE NO.:		FOR COURT USE ONLY	
ATTORNEY FOR (Name):		Ref. No. or File No.			
Insert name of WCAB and board					
SHORT TITLE OF CASE:					
PROOF OF SERVICE (Special Notice of Lawsuit)		DATE:	TIME:	DEPT./ DIV.:	CASE NUMBER:

1. At the time of service I was at least 18 years of age and not a party to this action, and **I served copies** of the (*specify documents*):

2. a. Party served (*specify name of party as shown on the documents served*):

b. Person served: party in item 2a other (*specify name and title or relationship to the party named in item 2a*):

c. Address:

3. I served the party named in item 2

a. **by personally delivering** the copies (1) on (*date*): _____ (2) at (*time*): _____

b. **by leaving** the copies with or in the presence of (*name and title or relationship to person indicated in item 2b*): _____

(1) (business) a person at least 18 years of age apparently in charge at the office or usual place of business of the person served. I informed him or her of the general nature of the papers.

(2) (home) a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the person served. I informed him or her of the general nature of the papers.

(3) on (*date*): _____ (4) at (*time*): _____

(5) **A declaration of diligence** is attached. (*Substituted service on natural person, minor, conservatee, or candidate.*)

c. **by mailing** the copies to the person served, addressed as shown in item 2c, by first-class mail, postage prepaid,

(1) on (*date*): _____ (2) from (*city*): _____

(3) with two copies of the Notice and Acknowledgment of Receipt and a postage-paid return envelope addressed to me.

(4) to an address outside California with return receipt requested. * (*Attach completed form.*) *

d. by causing copies to be mailed. A declaration of mailing is attached.

e. **other** (*specify other manner of service and authorizing code section*): _____

4. The "Notice to the Person Served" (on the Special Notice of Lawsuit) was completed as follows:

a. as an individual defendant.

b. as the person sued under the fictitious name of (*specify*): _____

c. On behalf of (*specify*): _____

under: CCP 416.10 (corporation) CCP 416.20

(defunct corporation) CCP 416.40

(association or partnership)

CCP 416.60 (minor)

CCP 416.70 (conservatee)

CCP 416.90 (individual)

other: _____

5. **Person serving** (*name, address, and telephone No.*): _____

a. Fee for service: \$ _____

b. Not a registered California process server.

c. Exempt from registration under B&P § 22350(b).

d. Registered California process server.

(1) Employee or independent contractor.

(2) Registration No.: _____

(3) County: _____

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

7. **I am a California sheriff, marshal, or constable** and I certify that the foregoing is true and correct.

Date: _____



(SIGNATURE)