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Pro. per. defendants/appellants should not use this sample.

MTA's and EOT's only require service on the AG/County Counsel, CCAP, appellant, and co-appellant's counsel (if any). For other pleadings check the filing requirements.

Re: [CASE NAME], No. [DCA CASE NUMBER]

ATTORNEY'S CERTIFICATE OF SERVICE BY MAIL

(Code Civ. Proc., § 1013a(2))

I, [NAME OF ATTORNEY WHO IS SERVING DOCUMENT BY MAIL], certify:

I am an active member of the State Bar of California and am not a party to this cause. My business address is [YOUR BUSINESS ADDRESS]. On [DATE], I deposited in a [POST OFFICE OR MAILBOX OR SUB-POST OFFICE OR SUBSTATION OR MAIL CHUTE OR OTHER LIKE FACILITY] regularly maintained by the United States Postal Service at [PLACE OF MAILING], a copy of the attached [EXACT TITLE OF DOCUMENT BEING SERVED] in a sealed envelope with postage fully prepaid, addressed to each the following:

Office of the Attorney General
P.O. Box 944255
Sacramento, CA 94244-2550
Attorney for Respondent
State of California

Office of the Clerk
[NAME] County Superior Court
[COURT ADDRESS]

Central Calif. Appellate Program
2150 River Plaza Dr., Ste. 300
Sacramento, CA 95833

Office of the District Attorney
[COUNTY NAME] County
[D.A. ADDRESS]

[APPELLANT'S NAME]
[ADDRESS]

[ALL CO-APPELLANT
ATTORNEYS]
[BUSINESS ADDRESS]

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on [DATE], at [TOWN], California.

[ATTORNEY NAME]
DECLARANT
SBN [#####]

