

Caveat: This sample reflects the parties to be served when a brief is filed. MTA's and EOT's only require service on the AG/County Counsel, CCAP, and appellant. For other pleadings check the filing requirements.

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

DECLARATION OF SERVICE

I, the undersigned, declare as follows:

I am a citizen of the United States, over the age of 18 years and not a party within the action; my business address is [ADDRESS].

On [DATE], I served the attached

[NAME OF DOCUMENT e.g. APPELLANT'S OPENING BRIEF]
by placing a true copy thereof in an envelope addressed to the person(s) named below at the address(es) shown, and by sealing and depositing said envelope in the United States Mail at [TOWN], California, with postage thereon fully prepaid. There is delivery service by United States mail at each of the places so addressed, or there is regular communication between the place of mailing and each of the places so addressed.

Office of the Attorney General
P.O. Box 944255
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Attorney for Respondent
State of California

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

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

[APPELLANT'S NAME]
[ADDRESS]

[ALL CO-APPELLANT ATTORNEYS]
[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.

[NAME]
DECLARANT