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| **Practice tip:** See [E-service page of ADI website](http://www.adi-sandiego.com/practice/eservice_adi.asp) for directions on which parties must be served electronically.**Practice tip:** See [Filing and Service pages](http://www.adi-sandiego.com/practice/filing_service_chart.asp) of the ADI website for required service for various kinds of documents.  |

[ATTORNEY NAME, BAR #]

[ATTORNEY FIRM]

[FIRM ADDRESS]

[TELEPHONE]

**Proof of Service**

[CASE NAME]

Court of Appeal No.: [CASE #]

[SPECIFIC COUNTY] Superior Court No.: [CASE #]

 I, the undersigned, declare that I am over 18 years of age, employed in the County of San Diego, and not a party to the instant action. My business address is listed above. My electronic service address is [ELECTRONIC ADDRESS]. I served the attached **APPELLANT’S [SPECIFIC DOCUMENT SERVED]** as follows:

**USPS:** By placing copies of the [DOCUMENT] in a sealed envelope, with the correct postage, and depositing them in the United States Postal Service, to each of the following persons at the following addresses on [DATE]:

|  |  |
| --- | --- |
| [CLIENT][address of record] | [SUPERIOR COURT]\*[address] |
| [TRIAL COUNSEL for client]\*[address of record]\*Unless e-service is required. | [DISTRICT ATTORNEY]\*[address] |
|  |   |
| **ELECTRONIC SERVICE:** By sending from my electronic service address of [SERVER’S EMAIL ADDRESS], on [DATE] at [TIME], the above named document to each of the following persons at the following authorized email service addresses: |
| APPELLATE DEFENDERS, INC.eservice-criminal@adi-sandiego.com  | ATTORNEY GENERAL’S OFFICE SDAG.Docketing@doj.ca.gov. |

|  |  |
| --- | --- |
| [APPOINTED APPELLATE COUNSEL for codefendant(s)](email address(es))  | [OTHER, as permitted] |

I additionally declare that I electronically submitted a copy of this document to the Court of Appeal on its website at <http://www.courts.ca.gov/4dca-esub.htm>, in compliance with the court’s Terms of Use.

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

Executed on [DATE]

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[SIGNATURE]

[TYPE NAME OF PERSON SERVING]