

See instructions on other side.

This form is attached to the document checked in ② below.

① Server's information

Name: Susan Polley Phone: (209) 533-1883
 Street or mailing address: 32 N. Washington Street
 City: Sonora State: CA Zip Code: 95370

Check here if you are a registered process server, and write:
 County where registered: _____ Registration #: _____

② Form or document served

- a. Form SC-105, *Request for Court Order and Answer*
- b. Form SC-109, *Authorization to Appear*
- c. Form SC-114, *Request to Amend Claim Before Hearing*
- d. Form SC-133, *Judgment Debtor's Statement of Assets*
- e. Form SC-150, *Request to Postpone Trial*
- f. Form SC-221, *Response to Request to Make Payments*
- g. Other document allowed to be served by mail (*specify*):
 Check here if there is not enough space below to list the document served. List the document on a separate page, and write "SC-112A, Item 2" at the top.

③ Server's declaration

- a. I am 18 or older. I am not a party to this small claims case. I live or work in the county where I did the mailing described below.
- b. I placed copies of the document checked in ② and an unsigned copy of this page in a sealed envelope, addressed as follows:
 Check here if there is not enough space below to list all parties served. List their names and addresses on a separate page, and write "SC-112A, Item 3" at the top.

Name of party served	Mailing address on the envelope
Charles Varvayanis	P.O. Box 395, Long Barn, CA 95335
Patricia Jones	P.O. Box 395, Long Barn, CA 95335

c. On (*date of mailing*): 07/12/2012, I placed each envelope in the mail, with postage paid, at (*city and state of mailing*): Sonora, CA

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

Date: 07/12/2012

Susan Polley
 Type or print server's name


 Server signs here

Instructions for Form SC-112A, *Proof of Service by Mail*

(This page is **not** part of the *Proof of Service* and does not need to be copied, served, or filed.)

Form SC-112A can be used to show the court that these documents were served by mail:

- Form SC-105, *Request for Court Order and Answer*
- Form SC-109, *Authorization to Appear*
- Form SC-114, *Request to Amend Claim Before Hearing*
- Form SC-133, *Judgment Debtor's Statement of Assets*
- Form SC-150, *Request to Postpone Trial*
- Form SC-221, *Response to Request to Make Payments*
- Other documents that are allowed to be served by mail

Form SC-112A cannot be used to prove service of these forms:

- Form SC-100, *Plaintiff's Claim and ORDER to Go to Small Claims Court*
- Form SC-120, *Defendant's Claim and ORDER to Go to Small Claims Court*

For information about serving these forms, see Form SC-104, *Proof of Service*, and Form SC-104B, *What Is "Proof of Service"?*

The server (the person who will do the mailing):

- **Must not** be a party (plaintiff or defendant) in the case
- **May** be a friend, relative, co-worker, or other helpful person
- **Must** be 18 or older
- **Must** live or work in the county where the mailing takes place

Follow these steps to use Form SC-112A:

1. Prepare Form SC-112A by filling in:

- The case number
- The document to be served, in item ②*
- The names and addresses of the parties to be served, in item ③

**Prepare a separate Form SC-112A for each document to be served.*

2. Give the server:

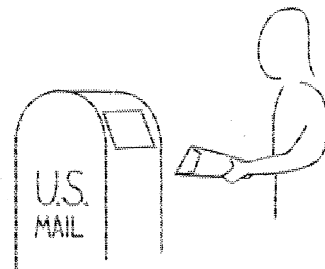
- The partially completed Form SC-112A
- One copy of the document to be served for each party to be served

3. Ask the server to:

- Fill out the remainder of the Form SC-112A.
- Mail *each party to be served*:
 - An unsigned copy of the completed Form SC-112A and
 - The document to be served (checked in Item ②).
- Sign a separate Form SC-112A for each document served, and give it to back you.

4. File these papers with the small claims court clerk:

- The original of each document served, with
- The signed, original *Proof of Service by Mail* attached



Need help?

For free help, contact your county's small claims advisor:

Or go to "County-Specific Court Information" at www.courtinfo.ca.gov/selfhelp/smallclaims.

