

## **Mike Ford filing instructions for Monday, October 24, 2016**

Pick-up the print job from Staples at 1171 Sanguinetti Rd, Sonora, CA 95370. The print job is scheduled to be ready Monday morning, October 24, 2016.

Please deliver either the Staples Receipt or a copy of the Staples Receipt to Charles Varvayanis.

Bring the all three copies of the Trial Briefs and Exhibits to Superior Court of California, County of Tuolumne, 41 West Yaney Avenue, Sonora, CA 95370, Second Floor.

Present all three copies to the Clerk to be stamped and filed. The Clerk will keep and file one copy and return two copies to you.

Deliver one copy to Steve Wallace for service to William (Bill) Ordwein.

Keep one copy for yourself.

After Steve has served the Trial Brief to William (Bill) Ordwein, he will Sign two copies of "Proof of Service". Steve will have the "Proof of Service" documents on hand and ready to be signed.

While not always required, filing the "Proof of Service" with the court avoids the Plaintiff from saying he never received the Trial Brief and delaying the process. I recommend the "Proof of Service" be filed with the court. Anyone can do that. The Clerk will keep and file one copy and return two copies. Keep one copy for your records and deliver one to Charles Varvayanis.

Sincerely,

Charles Varvayanis