

Case Number: _____
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See instructions on other side.

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

**① Server's information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street or mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

c. On (*date of mailing*): \_\_\_\_\_, I placed each envelope in the mail, with postage paid, at (*city and state of mailing*): \_\_\_\_\_

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

Date: \_\_\_\_\_

\_\_\_\_\_  
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:

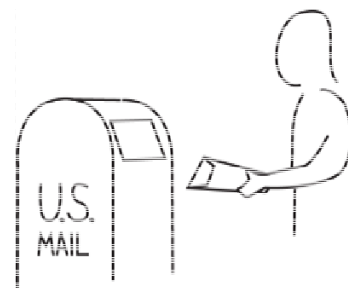
- The partially completed Form SC-112A
- One copy of the document to be served for each party to be served

### 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:

[local info here]

Or go to "County-Specific Court Information" at [www.courtinfo.ca.gov/selfhelp/smallclaims](http://www.courtinfo.ca.gov/selfhelp/smallclaims).