

Each Defendant on the form must sign and print their name, current addresses and phone number.

Check if you need more room and file the *Additional Defendant Signatures, Names, & Addresses* with this form.

In **1a**, enter the name, mailing address, and email address of the party or lawyer to whom you sent the document.

In **1b**, check the box to show how you sent the document, and fill in any other information required on the blank lines.

**CAUTION:** If the other party does not have a lawyer, you may send the document by email only if the other party has listed their email address on a court

In **c**, fill in the date and time that you sent the document.

In **2**, if you sent the document to more than 1 party or lawyer, fill in **a, b**, and **c**. Otherwise leave **2** blank.

City State ZIP Phone

Defendant Signature

Defendant Printed Name

Street Address, Apt #

City State ZIP Phone

☐ Defendants have attached the *Additional Defendant Signatures, Names, & Addresses*

## PROOF OF DELIVERY

1. I sent this document:

a. To:

Name:

First

Middle

Last

Address:

Street, Apt #

City

State

ZIP

Email address: \_\_\_\_\_

b. By:

☐

Personal hand delivery

☐

Regular, First-Class Mail, put into the U.S. Mail with postage paid at:

Address of Post Office or Mailbox

☐

Third-party commercial carrier, with delivery paid for at:

Name (for example, FedEx or UPS ) and office address

☐

The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)

☐

Email (not through an EFM or EFSP)

☐

Mail from a prison or jail at:

Name of prison or jail

c. On:

Date

At:

Time

☐

a.m.

☐

p.m.

2. I sent this document:

a. To:

Name:

First

Middle

Last

Address:

Street, Apt #

City

State

ZIP

Email address: \_\_\_\_\_

b. By:

☐

Personal hand delivery

- ☐ Regular, First-Class Mail, put into the U.S. Mail with postage paid at:

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- ☐ The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)  
☐ Email (*not through an EFM or EFSP*)  
☐ Mail from a prison or jail at:

\_\_\_\_\_  
*Name of prison or jail*

c. On: \_\_\_\_\_  
*Date*

At: \_\_\_\_\_ ☐ a.m. ☐ p.m.  
*Time*

In 3, if you sent the document to more than 2 parties or lawyers, fill in **a**, **b**, and **c**. Otherwise leave **3** blank.

3. I sent this document:

a. To:

Name:

*First*

*Middle*

*Last*

Address:

*Street, Apt #*

*City*

*State*

*ZIP*

Email address: \_\_\_\_\_

- b. By: ☐ Personal hand delivery  
☐ Regular, First-Class Mail, put into the U.S. Mail with postage paid at:

\_\_\_\_\_  
*Address of Post Office or Mailbox*

- ☐ Third-party commercial carrier, with delivery paid for at:

\_\_\_\_\_  
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- ☐ The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)  
☐ Email (*not through an EFM or EFSP*)  
☐ Mail from a prison or jail at:

\_\_\_\_\_  
*Name of prison or jail*

c. On: \_\_\_\_\_  
*Date*

At: \_\_\_\_\_ ☐ a.m. ☐ p.m.  
*Time*

If you sent your document to more than 3 parties or lawyers, check the box and file the *Additional Proof of Delivery* form with this form.

- ☐ I have attached an *Additional Proof of Delivery* form.