

SAMPLE PROOF OF SERVICE
NEW MOTOR VEHICLE BOARD

PROOF OF SERVICE

_____ COUNTY

STATE OF CALIFORNIA

In the Matter of the Protest of

NAME OF DEALERSHIP,

Protestant,

v.

NAME OF MANUFACTURER/DISTRIBUTOR,

Respondent.

Protest No. (fill in)

I, _____ declare:

I am a citizen of the United States, a resident of _____ County, California, and over 18 years of age. I am not a party to the above-entitled action. My business/residence address is _____

_____, California.

On _____, in the above-entitled action, I served a copy of the attached document(s):

(Identify documents and select one or more of the following methods:)

☐

by placing the document(s) listed above in a sealed envelope with postage thereon fully prepaid, in the United States Mail at _____, California addressed as set forth below. I am readily familiar with the business' practice for collection and processing correspondence for mailing with the U.S. Postal Service. Under that practice it would be deposited with the U.S. Postal Service on that same day with postage thereon fully prepaid in the ordinary course of business. I am aware that on motion of the party served, service is presumed invalid if postal cancellation date or postage meter date is more than one day after date of deposit for mailing contained in the affidavit.

- ☐ by following ordinary business practices, the envelope was sealed and placed for collection by **(fill in)** on this date, and would, in the ordinary course of business, be retrieved by **(fill in)** for overnight delivery on this date, addressed as set forth below.
- ☐ by transmitting via electronic mail the document(s) listed above to the person(s) at the e-mail address(es), as set forth below on this date before 5:00 p.m. (Pacific Time) and the transmission was reported as complete and without error.
- ☐ by transmitting via facsimile the document(s) listed above to the person(s) at the fax number(s), as set forth below on this date before 5:00 p.m. (Pacific Time) and the transmission was reported as complete and without error.
- ☐ by personally delivering the document(s) listed above to the person(s) at the address(es) set forth below.

(Identify name(s), address(es), facsimile number(s) and/or e-mail address(es) of person(s) served)

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

Date _____

Signature

Type or Print Full Name

DISCLAIMER: This sample provides a basic means for drafting a document for filing with the Board, but the sample should not be mistaken as a substitute for personalized advice from a qualified attorney or other person sufficiently knowledgeable to represent parties before the Board. The Board strives to provide relevant, accurate and complete information. However, the Board cannot and does not warrant the relevancy, accuracy, completeness or propriety of the information provided in this sample.