


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.

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### 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):

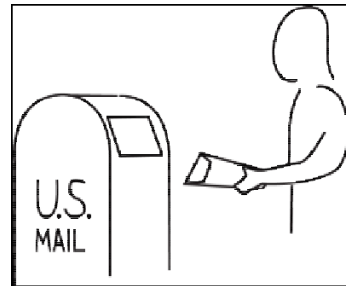
- **Must not** be a party (plaintiff or defendant) in the case
- **May** be a friend, relative, co-worker, or other helpful person
- **Must** be 18 or older
- **Must** live or work in the county where the mailing takes place

## 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:

Or visit [selfhelp.courts.ca.gov/small-claims-advisor](https://selfhelp.courts.ca.gov/small-claims-advisor).