

STOCKTON BRANCH
222 E. WEBER AVE., ROOM 303
STOCKTON, CA 95202
(209) 468-2949

LODI BRANCH
315 W. ELM ST.
LODI, CA 95240
(209) 331-2101

MANTECA BRANCH
315 E. CENTER ST.
MANTECA, CA 95336
(209) 239-9188

TRACY
475 E. 10TH ST
TRACY, CA 95376
(209) 831-5902

CASE NUMBER _____

(To protect your rights, notify the court if you change your address.)

SERVICE BY RETURN RECEIPT MAIL BY THE CLERK

- 1) The clerk will attempt to serve your claim by certified mail, return receipt requested, restricted delivery (to be signed by addressee only) for a fee of \$ 8.00 for each party to be served. **THIS SERVICE IS NOT GUARANTEED AND VERY UNRELIABLE, THERE ARE NO REFUNDS IF THE PARTY IS NOT SERVED.** To determine when a party is served by return receipt mail, read number 2 below.

Check with the clerk for more reliable methods of having your claim served. However, if you wish the clerk to attempt service by return receipt mail, read numbers 2 & 3, before completing numbers 4 & 5.

2) THE COURT WILL NOT CALENDAR FOR TRIAL ANY CLAIM WHICH HAS BEEN SENT RETURN RECEIPT MAIL WHEN:

- a) The Postal Service has returned the certified mail as unclaimed or refused by addressee or undeliverable as addressed unable to forward.
- b) The Postal Service has neither returned a signed receipt nor the certified letter.
- c) The return receipt mail is sent by someone other than the clerk of the Small Claims Division.
- d) The return receipt is signed outside California, unless the owner of record of real property in California resides in another state and has no lawfully designated agent for service of process.

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- 3) NOTE: THE COURT WILL NOT NOTIFY YOU IF THE CLAIM HAS BEEN SERVED!!
You must call the Small Claims Office, **checked above**, not less than 20 days after the mailing of your claim to learn if the defendant has been served.

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- 4) TO THE CLERK OF THE SMALL CLAIMS DIVISION:
I have read numbers 1, 2, & 3 above. I wish the clerk to attempt delivery of my claim as I have written below.

_____ Dated _____ Signature of litigant _____

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- 5) Name: _____ Title: _____
Name: _____ Company: _____
Street: _____ Street: _____
City & Zip: _____ City & Zip: _____

Clerk's Certificate of Mailing Claim by Certified Mail

Fee(s) paid: \$ _____ on receipt No. _____ Court Date _____

I certify that I am not a party of this action, and that I mailed a copy of the subject claim by certified mail, restricted return receipt requested, Postage prepaid, in a sealed envelope, addressed to the party's as shown above in item # 5 on (date) _____

Rosa Junqueiro
Clerk, Superior Court of California

By _____, Deputy Clerk