

## SERVING, SUBMITTING *PROOF OF SERVICE*, AND FILING DOCUMENTS IN THE COURT OF APPEAL

The following instructions apply to the service of *all* documents filed in the Court of Appeal, *except* (1) electronically filed and served documents, for which different procedures are used, and (2) the briefs, for which slightly different service requirements apply.

- A. Print the document that you will be serving and also the proof of service.
- B. Have someone *other than you*, whom you trust and who is over 18 years of age, fill in all appropriate blanks and boxes in items 2 and 3 on the proof of service
- C. Make **1 or more copies** of the full document, with any attachments and with items 2, 3, 4 and 5 filled in on the proof of service. You will need your original *plus* one copy for each opposing party or each opposing party's lawyer.
- D. Have the person who filled items 2 and 3 in the proof of service mail 1 copy to each opposing party or their lawyer.
- E. Now have the person who filled in items 2 and 3 on the proof of service date and sign the proof of service attached to the signed *original* of your document.
- E. Make 2 copies of the full signed original document with any attachments and the *signed* original proof of service. One of these copies is for the clerk of the court to "conform," and one is for your records. ("Conforming" means stamping your copy with the Superior Court's official acknowledgment that the original was submitted and/or filed. It is your proof that you did submit the document, in case the original is lost or destroyed. For more information, see page 3.)
- F. Submit the original document, including all attachments and the signed original proof of service at the Court of Appeal and ask the clerk to "conform" one of your copies. If

you are not able to submit the document in person, provide a stamped, self-addressed envelope for the clerk to use in returning your conformed copy to you.

- G. Keep the conformed copy in a safe place. If the original should be lost or destroyed, your conformed copy is your only proof that you submitted the document, and you might lose important rights if you cannot prove that the document was submitted, and that it was submitted on a particular date.

## “CONFORMED” COPIES

When you are required to “serve and file” a document, it sometimes becomes necessary later on to prove that you really did submit it for filing. Therefore, when you submit your document for filing, do the following—

1—Submit the document with a “proof of service” attached. (“Proofs of service” are explained elsewhere; if you have not been provided with a written explanation of proofs of service, request one, and it will be provided).

2—Take an extra copy of the document *and the signed proof of service* with you, and ask the clerk to stamp it with the clerk’s certification of (a) the fact that the original was submitted and/or filed , and (b) the date of submission or filing. If you are not able to submit the document in person, provide a stamped, self-addressed envelope for the clerk to use in returning your conformed copy to you.

3—Keep the received/ filed-stamped/“conformed” copy of your document in a chronologically organized personal file of your case’s records.

The received/ filed-stamped copy of your document that you received from the clerk and placed in your records is called (for reasons too long to explain here) a “conformed copy.” A sample “conformed copy” is attached to this sheet. (You’ll note that in the sample, the person filed the proof of service awhile after filing the document itself; this was ok, but an extra trip to the courthouse would have been saved if the person has followed step 1 above.)

ATTORNEY OR PARTY WITHOUT ATTORNEY: STATE BAR NO.: NAME: [REDACTED] FIRM NAME: STREET ADDRESS: [REDACTED] CITY: Los Angeles STATE: CA ZIP CODE: 90005 TELEPHONE NO.: [REDACTED] FAX NO.: [REDACTED] ATTORNEY FOR (name): Self-Represented		FOR COURT USE ONLY  <b>CONFORMED COPY ORIGINAL FILED</b> Superior Court of California County of Los Angeles  <b>SEP 17 2020</b>  Sherri R. Carter, Executive Officer By: Eric Menjivar, Deputy
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES</b> STREET ADDRESS: 111 No. Hill St. MAILING ADDRESS: CITY AND ZIP CODE: LOS ANGELES, CA 90012 BRANCH NAME: Stanley Mosk Courthouse (Central District)		
PLAINTIFF/PETITIONER: [REDACTED] DEFENDANT/RESPONDENT: [REDACTED]		
<input checked="" type="checkbox"/> NOTICE OF APPEAL <input type="checkbox"/> CROSS-APPEAL (UNLIMITED CIVIL CASE)		CASE NUMBER: [REDACTED]

**Notice: Please read *Information on Appeal Procedures for Unlimited Civil Cases* (Judicial Council form APP-001) before completing this form. This form must be filed in the superior court, not in the Court of Appeal. A copy of this form must also be served on the other party or parties to this appeal. You may use an applicable Judicial Council form (such as APP-009 or APP-009E) for the proof of service. When this document has been completed and a copy served, the original may then be filed with the court with proof of service.**

1. NOTICE IS HEREBY GIVEN that (name): Reina Alvarez  
 appeals from the following judgment or order in this case, which was entered on (date): 7/30/20 (corrected judgment)
- Judgment after jury trial
  - Judgment after court trial
  - Default judgment
  - Judgment after an order granting a summary judgment motion
  - Judgment of dismissal under Code of Civil Procedure, §§ 581d, 583.250, 583.360, or 583.430
  - Judgment of dismissal after an order sustaining a demurrer
  - An order after judgment under Code of Civil Procedure, § 904.1(a)(2)
  - An order or judgment under Code of Civil Procedure, § 904.1(a)(3)-(13)
  - Other (describe and specify code section that authorizes this appeal):

NO FEE RECEIVED

NO FEE RECEIVED  
9/10/20 WAIVER FILED

2. For cross-appeals only:
- a. Date notice of appeal was filed in original appeal:
  - b. Date superior court clerk mailed notice of original appeal:
  - c. Court of Appeal case number (if known):

Date: 9/17/20  
 [Signature]  
 \_\_\_\_\_  
 (TYPE OR PRINT NAME)

[Signature]  
 \_\_\_\_\_

FOR COURT USE ONLY

CONFORMED COPY  
ORIGINAL FILED  
Superior Court of California  
County of Los Angeles

SEP 17 2020

Sheri R. Carter, Executive Officer/Clerk of Court  
By: Eric Menjivar, Deputy

CASE NUMBER:  
[REDACTED]

PROOF OF SERVICE BY FIRST-CLASS MAIL—CIVIL

(Do not use this Proof of Service to show service of a Summons and Complaint.)

1. I am over 18 years of age and not a party to this action. I am a resident of or employed in the county where the mailing took place.

2. My residence or business address is:  
1122 East Green Street, Los Angeles, CA 91106

3. On (date): 9/16/20 I mailed from (city and state): Pasadena, CA  
the following documents (specify):  
Notice of Appeal

The documents are listed in the Attachment to Proof of Service by First-Class Mail—Civil (Documents Served) (form POS-030(D)).

4. I served the documents by enclosing them in an envelope and (check one):  
a.  depositing the sealed envelope with the United States Postal Service with the postage fully prepaid.  
b.  placing the envelope for collection and mailing following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.

5. The envelope was addressed and mailed as follows:  
a. Name of person served: [REDACTED]  
b. Address of person served: [REDACTED]

The name and address of each person to whom I mailed the documents is listed in the Attachment to Proof of Service by First-Class Mail—Civil (Persons Served) (POS-030(P)).

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

Date: 9/16/20

Tyna Thall Orren  
(TYPE OR PRINT NAME OF PERSON COMPLETING THIS FORM)

Tyna T. Orren  
(SIGNATURE OF PERSON COMPLETING THIS FORM)

PROOF OF SERVICE BY FIRST-CLASS MAIL—CIVIL  
(Proof of Service)