

ATTORNEY OR PARTY WITHOUT ATTORNEY: _____ TELEPHONE NUMBER: _____  <input type="checkbox"/> SELF-REPRESENTED	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA Juvenile and Probate Courthouse 4353 Vineyard Avenue, Oxnard, CA, 93036	
CONSERVATORSHIP OF THE PERSON OF <input type="checkbox"/> AND ESTATE OF: (Name): _____  <div style="text-align: right;">CONSERVATEE</div>	
<b>PROOF OF SERVICE BY MAIL FOR NOTICE OF FILING</b> Probate Code§1460; Ventura Superior Court Local Rule 10.02.I & J	CASE NUMBER: _____

**PROOF OF SERVICE INSTRUCTIONS**

After the Conservator files the *Determination of Conservatee’s Appropriate Level of Care (GC-355)*, *Conservatorship Status Report (VN233)*, or *Conservatorship Care Plan (VN233)* with the court, the Conservator must give notice of the filing of those documents pursuant to *Probate Code§1460*. The Conservator shall have a copy of the *Notice of Filing* served on the following persons: (1) Attorney for the Conservatee, (usually the Ventura County Public Defender’s Office); (2) the Conservatee; (3) Other Conservators; (4) Spouse or Domestic Partner of the Conservatee; and (5) Any person who has filed a request for special notice. If you are a party in this case, you cannot serve the documents yourself. The person who serves the documents for you must be at least 18 years of age and not a party to this case. Have the person who serves the documents complete this Proof of Service form. Then file the Proof of Service form with the court.

1. I am at least 18 years old 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 (*specify*): \_\_\_\_\_
  
3. I served a copy of the following documents Notice of Filing of the  Determination of Conservatee’s Appropriate Level of Care (GC-355)  Conservatorship Status Report (VN233)  Conservatorship Status Report (VN233);  Other: \_\_\_\_\_  
 by enclosing them in a sealed envelope addressed as shown with postage fully prepaid, AND (*check one*):
  - a.  deposited the sealed envelope with the United States Postal Service.
  - b.  placed the sealed envelope for collection and processing for mailing, following the business’s usual practices, with which I am readily familiar. On the same day 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 paid.
  
4. a. Date mailed: \_\_\_\_\_ b. Place mailed (*city, state*): \_\_\_\_\_

CASE NAME:	CASE NUMBER:
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5. The Party or Parties served:

Name of Person Served:	Address Where it Was Mailed:

Names and addresses of additional persons served are attached.

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

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Declarant)

\_\_\_\_\_  
(Print Name of Declarant)