

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address)	Telephone Number	FOR COURT USE ONLY
ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009		
PLAINTIFF/PETITIONER DEFENDANT/RESPONDENT		
REQUEST FOR SERVICE BY CERTIFIED MAIL/RETURN RECEIPT SMALL CLAIMS		CASE NUMBER:

1. I am the plaintiff defendant in the above-entitled action and hereby request that my claim be served by certified mail/return receipt pursuant to Code of Civil Procedure 116.340(a)(1) and addressed as follows:

Party Name: _____

Agent for Service of Process (if applicable): _____

Party or Agent for Service Address: _____

City, State and Zip Code: _____

Note: A separate request and fee are required for each party (or agent for service of process) you are requesting be served by certified mail/return receipt. Please be advised that the return receipt received by the court must reflect the legible signature of the party (or agent for service of process) to be served. As a result, service by certified mail/return receipt may not be a reliable method of service because the addressee can refuse or not be available to sign the return receipt. If the party (or agent for service of process) you are suing does not legibly sign the return receipt or the receipt is signed by someone other than the addressee, you will have to serve the party (or agent for service of process) again.

The court will not notify you as to whether your claim has been served. You may call the Small Claims Division or visit the court's website at www.ventura.courts.ca.gov to confirm if the court has determined the party (or agent for service of process) has been served.

Date: _____

(TYPE OR PRNT NAME)

(SIGNATURE)