

INFORMATION SHEET FOR PROOF OF SERVICE BY MAIL

Use these instructions to complete the *Proof of Service by Mail* (form FL-335).

A person at least 18 years of age or older must serve the documents. There are two ways to serve documents: (1) personal delivery and (2) by mail. See the *Proof of Personal Service* (form FL-330) if the documents are being personally served. The person who serves the documents must complete a proof of service form for the documents being served. **You cannot serve documents if you are a party to the action.**

INSTRUCTIONS FOR THE PERSON WHO SERVES THE DOCUMENTS (TYPE OR PRINT IN BLACK INK)

You must complete a proof of service for each package of documents you serve. For example, if you serve the respondent and the other parent, you must complete two proofs of service; one for the respondent and one for the other parent.

Complete the top section of the proof of service forms as follows:

First box, left side: In this box print the name, address, and phone number of the person for whom you are serving the documents.

Second box, left side: Print the name of the county in which the legal action is filed and the court's address in this box. Use the same address for the court that is on the documents you are serving.

Third box, left side: Print the names of the petitioner/plaintiff, respondent/defendant, and other parent in this box. Use the same names listed on the documents you are serving.

First box, top of form, right side: Leave this box blank for the court's use.

Second box, right side: Print the case number in this box. This number is also stated on the documents you are serving.

Third box, right side: Print the hearing date, time, and department. Use the same information that is on the documents you are serving.

You cannot serve a temporary restraining order by mail. You must serve those documents by personal service.

1. You are stating that you are at least 18 years old and that you are not a party to this action. You are also stating that you either live in or are employed in the county where the mailing took place.
2. Print your home or business address.
3. List the name of each document that you mailed (the exact names are listed on the bottoms of the forms).
 - a. Check this box if you put the documents in the regular U.S. mail.
 - b. Check this box if you put the documents in the mail at your place of employment.
4.
 - a. Print the name you put on the envelope containing the documents.
 - b. Print the address you put on the envelope containing the documents.
 - c. Print the date that you put the envelope containing the documents in the mail.
 - d. Print the city and state you were in when you mailed the envelope containing the documents.
5. Check this box if you are serving an address verification form (required for service by mail of a postjudgment request to change a child custody, visitation, or child support order).
6. You are stating under penalty of perjury that the information you have provided is true and correct.

Print your name, fill in the date, and sign the form.

If you need additional assistance with this form, contact the family law facilitator in your county.

Information Only — Do Not File

This is page 2 of your download, not part of the court form. Exclude this page when filing.

FL-335-INFO

Information Sheet for Proof of Service by Mail

Official revision: January 1, 2012 | Library source checked: September 6, 2026

Forms may change after the check date. Before using this resource, check the official source for the latest version and your court for local requirements.

Check the latest FL-335-INFO on the Judicial Council website

A free resource, with no obligation

Fast Divorce provides this resource as a courtesy. No purchase is required. Downloading it does not mean you have hired Fast Divorce, and it does not create an attorney-client relationship. This sheet is not part of the official form and is not endorsed by the Judicial Council or any court.

You choose whether and how to use this official resource. You complete any court forms on your own. This download does not include form selection, preparation, filing, or legal advice from Fast Divorce. Read the court's instructions and check its current form and local requirements before filing. You self-represent.

Return to Fast Divorce

Scan or click for optional information about SuperFast Divorce® and Complete Divorce™.

FastDivorce.com - optional service information

Our tracked links record visits and device information. Hovercode may ask to share your device location with Fast Divorce for geographic analytics. Location sharing is optional; you can decline and still access the same free resource. These analytics record link interactions; they do not confirm a completed download.



I am not an attorney. I can only provide self help services at your specific direction.

California Legal Document Assistant | Not a law firm | No legal advice

Fast Divorce
20944 Sherman Way, Suite 101, Canoga Park, CA 91303
Los Angeles County LDA Registration No. 2024240911 | Expires November 16, 2026

(818) 610-3392

hello@fastdivorce.com

[Privacy policy](#)