

<p style="text-align: center;"><b>SUPERIOR COURT OF CONTRA COSTA COUNTY</b></p> <p> <input type="checkbox"/> <b>MARTINEZ</b>  725 COURT STREET  MARTINEZ, CA 944553 </p> <p> <input type="checkbox"/> <b>PITTSBURG</b>  1000 CENTER DRIVE  PITTSBURG, CA 94565 </p> <p> <input type="checkbox"/> <b>RICHMOND</b>  100 37<sup>th</sup> STREET  RICHMOND, CA 94805 </p>	<p><i>FOR COURT USE ONLY</i></p>
<p>PLAINTIFF(S):</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>DEFENDANT(S):</p>	
<p><b>REQUEST FOR CERTIFIED MAIL (SMALL CLAIMS)</b></p>	<p>CASE NUMBER:</p>

I am the  Plaintiff  Defendant in the above entitled action and hereby request that my claim be served via certified/return receipt mail addressed as follows:

Party Name: \_\_\_\_\_

Agent for Service (if applicable): \_\_\_\_\_

Service Address for Party (or Agent): \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

### **IMPORTANT NOTE**

The clerk will attempt to serve your claim by certified mail, return receipt requested, restricted delivery (to be signed by the addressee only) for a separate fee for each party served. **THIS SERVICE IS NOT GUARANTEED TO BE RELIABLE. THERE IS NO REFUND IF THE PARTY IS NOT SERVED.**

**THE COURT WILL NOT NOTIFY YOU AS TO WHETHER OR NOT THE CLAIM HAS BEEN SERVED.** You may call the Small Claims Office, or visit the court's website at [www.cc-courts.org](http://www.cc-courts.org), to learn if the party has been served.

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

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature