

**OFFICE OF ADMINISTRATIVE HEARINGS  
STATE OF CALIFORNIA  
SPECIAL EDUCATION DIVISION**

**STATEMENT OF SERVICE**

**GENERAL INSTRUCTIONS**

When you send or deliver a document to OAH as part of a case, federal and state laws require you to send or deliver a copy of documents to all of the parties in that case at the same time. This is called "serving" the other party. For example, if a School District sends a document to OAH, the School District must also send a copy of that same document to the parents or their representative.

To prove that you followed these laws and served the other parties in a case, you need to complete a Statement of Service. A Statement of Service is also called a "Proof of Service."

You should always keep for yourself a copy of the document you served on the other parties, as well as a copy of the Statement or Proof of Service.

Fill in the spaces indicated below to complete the Statement of Service.

**DOCUMENT THIS STATEMENT OF SERVICE IS FOR:**

**I HAVE PROVIDED A COPY OF THE DOCUMENT DESCRIBED ABOVE TO ALL THE NAMED PARTIES AND TO THE OFFICE OF ADMINISTRATIVE HEARINGS BY:**

First Class Mail to the person or agency named below at the address listed below. Please include the date the document was mailed to that person or agency.

Facsimile transmission, also referred to as a fax, or email to the person or agency named below at the fax number or email address listed below. Please include the date the document was faxed or emailed to that person or agency.

Messenger or overnight delivery such as UPS, FedEx, or other courier service to the person or agency named below using the service identified below. I have also attached a copy of the receipt.

Personal Delivery to the person or agency listed below at the address shown below. I have included the name of the person who made the delivery and the date and time of the delivery.

## **Signature of person completing this statement**

Print the name of the person completing this statement of service in the space below.

The person completing this form must sign in the space below and write the date of the signature next to the signature. By typing their name the party completing this statement is agreeing that they are electronically signing this form.