



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3001.3 - STUDENT LOAN DEFAULTS

PROOF OF SERVICE BY MAIL

I am employed in the County of San Diego, State of California. I am over the age of 18 and not a party to the within action. My business address is San Diego Community College District, 3375 Camino del Rio South, San Diego, California, 92108-3883.

On (current date), I served the below listed document(s) described as: (Describe document), by placing a true copy of the above document enclosed in a sealed envelope addressed as follows:

List addressee(s)

I placed such envelope with postage thereon fully prepaid for deposit in the United States Mail in accordance with the office practice of San Diego Community College District for collecting and processing correspondence for mailing with the United States Postal Service. I am familiar with the Office practice of San Diego Community College District for collecting and processing correspondence for mailing with the United Sites Postal Services, which practice is that when correspondence is deposited with the S.D.C.C.D. personnel responsible for delivering correspondence to the United States Postal Service, such correspondence is delivered to the United States Postal Service that same day in the ordinary course of business.

Executed on (Month, Day, Year), at San Diego, California.

I declare under penalty of perjury that the above is true and correct.

(Place signature on line and type name below line)

ATTACHMENT I