

ATTORNEY OR PARTY WITHOUT ATTORNEY <i>(Name, state bar number, and address):</i> TELEPHONE NO.: _____ FAX NO.: _____ ATTORNEY FOR <i>(Name):</i> _____	FOR COURT USE ONLY
INSERT NAME OF COURT, JUDICIAL DISTRICT, AND BRANCH COURT, IF ANY:	
PLAINTIFF: DEFENDANT:	
MEMORANDUM OF COSTS (SUMMARY)	CASE NUMBER:

The following costs are requested:

TOTALS

1. Filing and motion fees	1. \$	
2. Jury fees	2. \$	
3. Jury food and lodging	3. \$	
4. Deposition costs	4. \$	
5. Service of process	5. \$	
6. Attachment expenses	6. \$	
7. Surety bond premiums	7. \$	
8. Witness fees	8. \$	
9. Court-ordered transcripts	9. \$	
10. Attorney fees <i>(enter here if contractual or statutory fees are fixed without necessity of a court determination; otherwise a noticed motion is required)</i>	10. \$	
11. Models, blowups, and photocopies of exhibits	11. \$	
12. Court reporter fees as established by statute	12. \$	
13. Other	13. \$	

TOTAL COSTS \$ _____

I am the attorney, agent, or party who claims these costs. To the best of my knowledge and belief this memorandum of costs is correct and these costs were necessarily incurred in this case.

Date:

.....
 (TYPE OR PRINT NAME) ▶ _____
 (SIGNATURE)

(Proof of service on reverse)

SHORT TITLE: _____	CASE NUMBER:
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PROOF OF MAILING PERSONAL DELIVERY

1. At the time of mailing or personal delivery, I was at least 18 years of age and **not a party** to this legal action.
2. My residence or business address is (*specify*):

3. I mailed or personally delivered a copy of the *Memorandum of Costs (Summary)* as follows (*complete either a or b*):
 - a. **Mail.** I am a resident of or employed in the county where the mailing occurred.
 - (1) I enclosed a copy in an envelope AND
 - (a) **deposited** the sealed envelope with the United States Postal Service with the postage fully prepaid.
 - (b) **placed** the envelope for collection and mailing on the date and at the place shown in items below following our ordinary business practices. I am readily familiar with this business' practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.
 - (2) The envelope was addressed and mailed as follows:
 - (a) Name of person served:
 - (b) Address on envelope:

 - (c) Date of mailing:
 - (d) Place of mailing (*city and state*):
 - b. **Personal delivery.** I personally delivered a copy as follows:
 - (1) Name of person served:
 - (2) Address where delivered:

 - (3) Date delivered:
 - (4) Time delivered:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

.....
(TYPE OR PRINT NAME)

▶ _____
(SIGNATURE OF DECLARANT)