

How to Send Certified Mail

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Visit a local post office and obtain a Certified Mail Form 3800 and a Certified Mail Receipt

- This form contains a green and white sticker that includes a barcode, which will allow you to track your mail through the USPS.
- The form also contains a perforated receipt, which serves as proof that you mailed the item.
- Write all of the required information on the form, including the recipient's name and address.

Keep records. Collect and keep your receipt that has been stamped with the mailing date. A number that is unique to your mailing allows you to confirm the mail delivery online.

- Keep all documentation for the mailing in a safe place.
- Locate a Post Office or Postal Annex with a Notary

Before going to the Notary

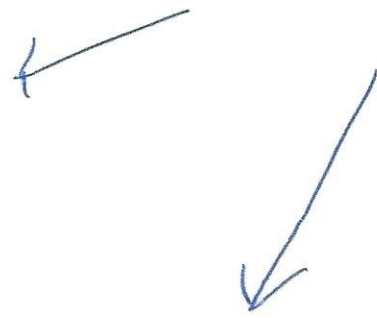
- Have a Manila Envelope Pre-Addressed and paper clipped to the File
- Have Green Card and Receipt Filled out Front and Back and paper clipped to the File
When you have Documents Notarized, have the Notary make a Stamped Copy of the File as your Record. *Keep all ORIGINALS! Always mail the Copy 6*
- Seal your Documents in the Manila Envelope and have the Notary Mail the package.

Certified Mail Receipt



Post office
Postal Annex
Mail boxes and more

All carry these forms.



Certified Mail Form 3800

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Agent <input type="checkbox"/> Addressed</p> <p>B. Received by / Printed Name PML</p> <p>C. Date of Delivery 8-18</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, enter delivery address below:</p>
<p>1. Article Addressed to:</p> <p>MR JOE D'AGOSTINO PML MANAGEMENT CORP 655 MARINERS ISLAND # 301 SAN MATEO, CA 94404</p>	<p>3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D. 4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>2. Article Number Transfer from service label: 7006 0500 0000 7037 7916</p>	
<p>PS Form 3811, February 2004</p>	<p>Domestic Return Receipt 122595-02-M-1543</p>

Form
PS
3811

A Domestic **Certified Mail Receipt** is available at the time of mailing and provides the sender with a mailing receipt and, upon request electronic verification that an article was delivered or that a delivery attempt was made.

Customers may obtain a delivery record by purchasing return receipt service at the time of mailing.

Track your Package and Print the results.

tools.usps.com/go/TrackConfirmAction!input.action

CitizensActionNetworks.com

USPS TRACKING#



9590 9402 2566 6306 2620 08

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

United States
Postal Service

• Sender: Please print your name, address, and ZIP+4® in this box•

From



Michael C. School
12795 La Barr Meadows Rd
Grass Valley, CA (95949)

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

SANTA CRUZ Grand Jury
701 Ocean St Room 318-I
SANTA CRUZ CA, 95060



9590 9401 0049 5168 1420 10

2. Article Number (Transfer from service label)

7015 0640 0005 0813 9242

COMPLETE THIS SECTION ON DELIVERY

(A) Signature

X

Agent

Addressee

(B) Received by (Printed Name)

H. R. d

(C) Date of Delivery

9/30

(D) Is delivery address different from item 1? Yes
If YES, enter delivery address below: No



3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

PS Form 3811, April 2015 PSN 7530-02-000-9053

Domestic Return Receipt

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com™

SANTA CRUZ, CA 95060

Certified Mail Fee \$3.45

Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$0.00

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$

Postage \$1.86

Total Postage and Fees \$8.11

0945
21

Postmark
Here

09/28/2015

Sent To **SANTA CRUZ Grand Jury**

Street and Apt. No., or PO Box No. **701 Ocean St. Room 318-I**

City, State, ZIP+4® **SANTA CRUZ CA, 95060**

PS Form 3800, April 2015 PSN 7580-02-000-9047

See Reverse for Instructions

TO: →

↑
tracking
Number →

7015 0640 0005 0813 9242