



Judicial Council of California

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April 24, 2026.

Subject Text

Meeting materials
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File #: 17-013, **Version:** 1

Title

Forms: Technical Changes to Proof of Service Forms (Action Required)

Summary

Members of the public and Judicial Council staff have identified changes required for several proof of service forms as a result of previous rule amendments that remove the requirement that the time of service by fax or electronic service be stated on the forms. The staff to the Judicial Council recommends making the necessary corrections to avoid confusing litigants, clerks, and judicial officers.

Recommendation

The staff to the Judicial Council recommends that the council, effective February 1, 2017:

1. Revise *Proof of Service-Civil* (form POS-040) to delete item 5c(2), which requires entry of the time of service by fax.
2. Revise *Attachment to Proof of Service-Civil (Persons Served)* (form POS-040(P)) to delete the third column titled Time of Service (Complete for service by fax transmission.).
3. Revise *Proof of Electronic Service* (form POS-050/EFS-050) to delete item 3d, which requires entry of the time of electronic service.
4. Revise *Attachment to Proof of Electronic Service (Persons Served)* (form POS-050(P)/EFS-050(P)) to delete the references to time of service in the third column titled Date and Time of Electronic Service.
5. Revise *Proposed Order (Cover Sheet) (Electronic Filing)* (form EFS-020), page two, entitled *Proof of Electronic Service, Proposed Order*, to delete item 2d, which requires entry of the time of electronic service.