SC-104

Proof of Service

Use this form to serve a person, a business, or a public entity. To learn more about proof of service, read What Is "Proof of Service"?, Form SC-104B. To learn more about how to serve a business or entity, read *How to Serve a* Business or Public Entity, Form SC-104C.

To serve a **business**, you must serve **one** of the following people:

- Owner (for a sole proprietorship)
- Partner (for a partnership) or general partner (for a limited partnership)
- Any officer or general manager (corporation or association)
- Any person authorized for service by the business (corporation, association, general partnership, limited partnership)
- Any person authorized for service with the Secretary of State (corporation, association, limited liability company [LLC], limited liability partnership [LLP], limited partnership)

To serve a public entity, you must first file a claim with that entity, then serve **one** of the following people:

- Clerk (of a city or county)
- Chief officer or director (of a public agency)
- Any person authorized for service by the entity

b.	If you are serving a business or entity , write the name of the business or entity, the person authorized for service, and that person's job title:
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Fill in court name and street address: Superior Court of California, County of

Clerk stamps date here when form is filed.

Fill in case number, case name, hearing date, day, time, and department below:

Case Number:		
Case Name:		
Hearing Date:		
Time:	Dept.:	

Person Authorized for Service Instructions to Server:

You must be at least 18 years old and **not be named in this case.** Follow these steps:

• Give a copy of all the documents checked in (3) to the person in (1), or

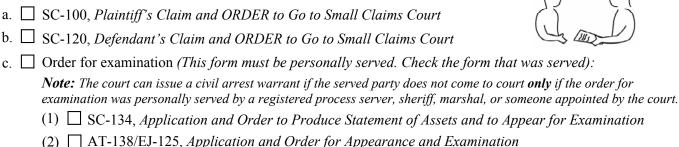
Job Title

- Give a copy of all the documents checked in (3) to one of the following people:
 - a. A competent adult (at least 18) living with, and at the home of the person in (1), or
 - b. An adult (at least 18) who seems to be in charge at the usual workplace of the person in (1), or
 - c. An adult (at least 18) who seems to be in charge where the person in (1) usually receives mail (but not a U.S. Post Office box), if there is no known physical address for the person in (1). and mail a copy of the documents left with one of the adults in a, b, or c above to the person in (1).

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- Complete and sign this form, and
- Give or mail your completed form to the person who asked you to serve these court papers, in time for the form to be filed with the court at least 5 days before the hearing.

3	I served the person in 1 a copy of the documents checked below:
	a. SC-100, Plaintiff's Claim and ORDER to Go to Small Claims Court
	b. \square SC-120, Defendant's Claim and ORDER to Go to Small Claims Court



d. ☐ Other (specify):

	Case Number:
e name:	
Fill out "a" or "b" below:	
a. Personal Service: I personally gave copies of	the documents checked in 3 to the person in 1:
On (date): At (time):	a.m. p.m.
At this address:	*
City:	State: Zip:
b. Substituted Service: I personally gave copies	of the documents checked in (3) (a, b, or d) to (check one):
☐ A competent adult (at least 18) at the hom	
An adult who seems to be in charge where	e the person in usually works, or
	e the person in ① usually receives mail , or has a private x), if there is no known physical address for the person in ①
I told that adult, "Please give these court papers to	o (name of person in 1)."
I did this on (date):	At (time): a.m p.m
At this address:	
City:	State: Zip:
Name or description of the person I gave the pape	rs to:
U.S. Postal Service, or	know the mail is picked up every day and deposited with the uments to the person in ①, and I have attached that person
Server's Information	
	Phone:
Address:	
City:	State: Zip:
Fee for service: \$	
If you are a registered process server:	
County of registration:	Registration number:
I declare under penalty of perjury under California state case and that the information above is true and correct.	e law that I am at least 18 years old and not named in this
Date:	
	•
Type or print server's name	Server signs here after serving