

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

① a. If you are serving a **person**, write the person's name below:

\_\_\_\_\_

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:

\_\_\_\_\_

Business or Agency Name

\_\_\_\_\_

Person Authorized for Service

Job Title

② **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*
  - 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.

THEN

- 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.  SC-120, *Defendant's Claim and ORDER to Go to Small Claims Court*
- c.  Order for examination (*This form must be personally served. Check the form that was served*):

**Note:** The court can issue a civil arrest warrant if the served party does not come to court **only** if the order for examination was personally served by a registered process server, sheriff, marshal, or someone appointed by the court.

(1)  SC-134, *Application and Order to Produce Statement of Assets and to Appear for Examination*

(2)  AT-138/EJ-125, *Application and Order for Appearance and Examination*

d.  Other (*specify*): \_\_\_\_\_

Clerk stamps date here when form is filed.

Fill in court name and street address:  
**Superior Court of California, County of**

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

**Case Number:**

**Case Name:**

**Hearing Date:**

<b>Time:</b>	<b>Dept.:</b>
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Case name: \_\_\_\_\_

**4 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 **home** of, and living with the person in ①, or An adult who seems to be in charge where the person in ① usually **works**, or An adult who seems to be in charge where the person in ① usually **receives mail**, or has a private post office box (not a U.S. Post Office box), if there is no known physical address for the person in ①.

I told that adult, "Please give these court papers to (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 papers to: \_\_\_\_\_

After serving the court papers, I put copies of the documents listed in ③ in an envelope, sealed the envelope, and put first-class prepaid postage on it. I addressed the envelope to the person in ① at the address where I left the copies.

I mailed the envelope on (date): \_\_\_\_\_ from (city, state): \_\_\_\_\_

by leaving it (check one):

a.  At a U.S. Postal Service mail drop, orb.  At an office or business mail drop where I know the mail is picked up every day and deposited with the U.S. Postal Service, orc.  With someone else I asked to mail the documents to the person in ①, and I have attached that person's completed Form SC-104A.**5 Server's Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fee for service: \$ \_\_\_\_\_

*If you are a registered process server:*

County of registration: \_\_\_\_\_ Registration number: \_\_\_\_\_

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- I declare under penalty of perjury under California state law that I am at least 18 years old and not named in this case and that the information above is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Type or print server's name\_\_\_\_\_  
Server signs here after serving