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:

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

- 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

Clerk stamps date here when form is filed. Fill in court name and street address: GID9F=CF7CIFHC: 75 @ CFB=5 7CIBHMC: G5B8=9; C

CENTRAL DIVISION, SMALL CLAIMS, 330 W. BROADWAY, SAN DIEGO, CA 92101

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:

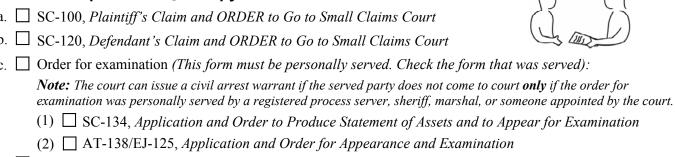
• Give a copy of all the documents checked in (3) to the person in (1), or

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).

- 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.

	the form to be filed with the court at least o adjust before the near ing.		
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	C_{1}	
	b. \square SC-120, Defendant's Claim and ORDER to Go to Small Claims Court	Ch (
	c. Order for examination (This form must be personally served. Check the form that	was serve	



d. ☐ Other (specify):

	Case Number:
name:	
Fill out "a" or "b" below:	
a. Personal Service: I personally gave copies of the or	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	ne documents checked in \bigcirc (a, b, or d) to (check one):
A competent adult (at least 18) at the home of	
An adult who seems to be in charge where the	
	e person in 1 usually receives mail , or has a private f there is no known physical address for the person in 1
I told that adult, "Please give these court papers to (na	<u> </u>
I did this on (date):	At (time):
At this address:	
City:	State: Zip:
Name or description of the person I gave the papers to	:
U.S. Postal Service, or	w the mail is picked up every day and deposited with the nts to the person in 1, and I have attached that person'
Server's Information	
Name:	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 law case and that the information above is true and correct.	w 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