



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

INSTRUCTIONS FOR SERVICE ON THE SECRETARY OF STATE

The Secretary of State's Office accepts service for corporations/LLCs with no agent for service in California.

When completing the Plaintiff's Claim and Order to Go to Small Claims Court (JC Form #SC-100), write the full name and address of the defendant corporation in the Defendant section. Underneath, write the following: SERVE: CA Secretary of State, 1500 Eleventh Street, Third Floor, Sacramento, CA 95814.

Once you have filed a Plaintiff's Claim and Order to Go to Small Claims Court (JC Form #SC-100) and Application, Declaration, and Order to Serve the Secretary of State (SDSC Form #SC-042), and have a file-stamped and signed order allowing for service on the Secretary of State, you may initiate service by doing the following:

Make two copies of the following file-stamped documents:

- Plaintiff's Claim and Order to Go to Small Claims Court (JC Form #SC-100)
- Application, Declaration, and Order to Serve the Secretary of State (SDSC Form #SC-042)

Complete written service instructions (*form available at www.sacsheriff.com*) to go along with the copies listed above, and send to:

Sacramento County Sheriff
Attn: Civil Division
2969 Prospect Park Drive Suite 200
Rancho Cordova, CA 95670
(916) 875-2665

Instruct the Sacramento County Sheriff to serve the CA Secretary of State, 1500 Eleventh Street, Third Floor, Sacramento, CA 95814.

Include a check payable to the Sacramento County Sheriff for \$80.00 and a check payable to the Secretary of State for \$55.00.

Additional information regarding service on the Secretary of State and substituted service made by the Secretary of State on corporations/LLCs without an agent for service in California can be found at:

- Sacramento County Sheriff's Department website: www.sacsheriff.com
- California Secretary of State's website: www.sos.ca.gov

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