



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 11th Street, Third Floor, Sacramento, CA 95814.

Include a check payable to the Sacramento County Sheriff for \$100.00 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

The San Diego Superior Court does not control or maintain the websites listed above and cannot be responsible for the accuracy or content they contain. In addition, the contents of a website may change and the court may not necessarily be aware of the change. When you access one of these websites, you are subject to the terms of use and privacy policies of that website.