

SC-104C How to Serve a Business or Public Entity (Small Claims)

You must serve the *right* person and write the *exact* name of the business and the person to be served. Use this form to make sure you serve correctly, and follow the instructions on *Proof of Service*, Form SC-104.

Business Type:	Sole Proprietorship (Only 1 owner)	Partnership	Landlord	Corporation, Association	Limited Liability Company (LLC), Limited Liability Partnership (LLP), Limited Partnership (LP)	Unknown Business Type
Serve:	The owner	If you are suing a partnership , serve one of the partners. If you are suing a partnership and the partners, serve each partner.	The property owner or manager <i>(Read Civil Code sections 1962–1962.7.)</i>	Agent for service listed with Secretary of State or any corporate officer (president, vice-president, secretary, treasurer), chief executive officer (CEO), controller, chief financial officer, or general manager	Agent for service listed with Secretary of State To serve a limited partnership, you can also serve the general partner.	Someone who seems to be in charge of the business during normal business hours
Write on your Proof of Service form:	<ul style="list-style-type: none"> Business name Owner's name and job title 	<ul style="list-style-type: none"> Partnership name Name of partner, general manager, or agent for service and job title 	<ul style="list-style-type: none"> Business name (if there is one) Owner's name and job title 	<ul style="list-style-type: none"> Corporation name Name of corporate officer or agent for service and job title 	<ul style="list-style-type: none"> Company or partnership name Name of agent or partner for service and job title 	<ul style="list-style-type: none"> Business name, form unknown Owner's name and job title <i>(if you know it)</i>
Check that you have the exact names of the owner and business with:	<ul style="list-style-type: none"> County Clerk–Recorder's or County Tax Assessor's Office (Ask to see the fictitious business name statement.) Your county's Web site may have this information. Check: www.csac.counties.org. City Clerk's Office (Ask to see the business license.) Your city's Web site may have this information. 		County Tax Collector	Search under Corporation, LP and LLC at the California Secretary of State Web site: www.ss.ca.gov/business Or call: 1-916-657-5448 OR County Clerk–Recorder's Office: (Ask to see the fictitious business name statement.) Your county's Web site may have this information. OR City Clerk's Office: (Ask to see the business license.) Your city's Web site may have this information.		Try the other resources listed on this page to see if they know more about the business's organization type, like corporation or sole proprietorship.



Need help?

For free help, contact your county's Small Claims Advisor:

[\[space for local info here\]](#)

Or, go to "County-Specific Court Information" at: www.courtinfo.ca.gov/selfhelp/smallclaims



SC-104C

How to Serve a Business or Public Entity (Small Claims)

You must serve the *right* person and write the *exact* name of the public agency and the person to be served. Use this form to make sure you serve correctly, and follow the instructions on *Proof of Service*, Form SC-104.

	City, County, or Public Entity	State of California, State Agency	Federal Agency
Serve:	City or county clerk, chief officer or director of public agency, or agent authorized to accept service	Use this general address for service: Office of the Attorney General 1300 I Street Sacramento, CA 95814 <i>Exception:</i> if your claim involves California Department of Transportation (Caltrans), serve it at: California Department of Transportation 1120 N Street Sacramento, CA 95814	<i>You cannot sue a federal agency in small claims court.</i>
	Important! <i>Before you sue, you must first file a claim with the public entity. Contact it and ask for the claim procedures.</i>	<i>Note:</i> <i>Before you sue, you must first file a claim with the state or the state agency. To file a claim, see:</i> www.boc.ca.gov/govclms.htm <i>Or call: 1-800-955-0045</i>	
Write on your Proof of Service form:	<ul style="list-style-type: none"> Name of city, county, or public entity Name of city clerk, county clerk, chief officer, or agent for service and job title 	<ul style="list-style-type: none"> Name of the agency you are suing Name of agent for service 	
Check that you have the exact names of the agency and agent for service with:	Call the city or county clerk. See the government pages of your phone book. Or search under the California Roster at the California Secretary of State Web site: www.ss.ca.gov/executive	Call the agency to confirm the name and address for service. Use the State Directory: 1-800-807-6755 Or search: www.cold.ca.gov under "agency information"	



Need help?

For free help, contact your county's Small Claims Advisor:

[\[space for local info here\]](#)

Or, go to "County-Specific Court Information" at: www.courtinfo.ca.gov/selfhelp/smallclaims