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:
Sierra Park Services, Inc.
<small>Business or Agency Name</small>
Terry Michael Lechner, VP of Assessments
<small>Person Authorized for Service   Job Title</small>

(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):* Plaintiff's Trial Brief (Revision 19 - Draft 14) & Attachments

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Fill in court name and street address:

Superior Court of California, County of
County of Tuolumne
41 West Yaney Avenue
Sonora, CA 95370

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

Case Number:
     SC19413

Case Name:
Sierra Park Services, Inc. vs. Harold Babb, et al.

Hearing Date: December 9, 2016

Time: 1:30 AM   **Dept.:** 5

Judicial Council of California, *www.courtinfo.ca.gov*
Revised January 1, 2009, Optional Form
Code of Civil Procedure, §§ 116.340, 415.10, 415.20
Proof of Service
(Small Claims)
SC-104, Page 1 of 2
→

Case name: Sierra Park Services, Inc. vs. Harold Babb, et al.

Case Number: SC19413

(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):* 11/23/2016   At *(time):* 6:09   ☐ a.m.   ☑ p.m.

At this address: 25074 Abraham Avenue

City: Long Barn   State: CA   Zip: 95335

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, or

   b. ☐ 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, or

   c. ☐ 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: Steven P. Wallace   Phone: (209) 586-5836

Address: 25285 Deborah Drive

City: Long Barn   State: CA   Zip: 95335

Fee for service: $ 10.00

If you are a registered process server:

County of registration: _____ Registration number: _____

(6) 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: 11/23/2016

Steven P. Wallace   ▶ *(signature)*
_____   _____
Type or print server's name   *Server signs here after serving*