

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.

Business or Agency Name	
William (Bill) Ordwein, Chief Operating Officer	
Person Authorized for Service	Job Title

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 & Amendment 1 to Defendants' Trial Brief

Clerk stamps date here when form is filed.

FILED

NOV 09 2016

Superior Court of California  
County of Tuolumne

By: Vicki F. Boone Clerk

Fill in court name and street address:

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

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

Case Number: <p style="text-align: center;">SC19415</p>	
Case Name: Sierra Park Services, Inc. vs. Edward Cole, et al.	
Hearing Date: <p style="text-align: right;">December 2, 2016</p>	
Time: 10:30 AM	Dept.: 4



Case Number:  
SC19415

Case name: Sierra Park Services, Inc. vs. Edward Cole, et al.

**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 / 9 /2016 At (time): 1:50  a.m.  p.m.  
At this address: 25012 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 / 9 /2016

Steven P. Wallace  
Type or print server's name

  
Server signs here after serving