## SC-104

## **Proof of Service**

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

b.	If you are serving a <b>business</b> or <b>entity</b> , write the name of the business or entity, the person authorized for service, and that person's job title:
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Fill in court name and street address:

Superior Court of California, County of

Clerk stamps date here when form is filed.

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

Case Number:				
Case Name:				
Hearing Date:				
Time:	Dept.:			

## Instructions to Server:

Person Authorized for Service

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

Job Title

- 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.

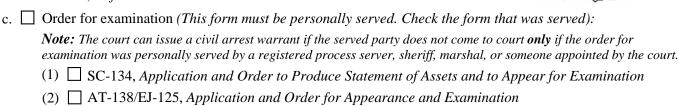
and mail a copy of the documents left with one of the adults in a, b, or c above to the person in 1.

## THEN

2

- 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. $\square$ SC-120, Defendant's Claim and ORDER to Go to Small Claims Court
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	Case Number:
ase name:	
Fill out "a" or "b" below:	
a.   Personal Service: I personally gave copies of the do	ocuments checked in 3 to the person in 1:
On (date): At (time):	□ a.m. □ p.m.
At this address:	
City:	State: Zip:
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 <b>home</b> of, a	
An adult who seems to be in charge where the p	<u> </u>
	person in ① usually <b>receives mail</b> , or has a private here is no known physical address for the person in ①.
I told that adult, "Please give these court papers to (nam	e 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 document and put first-class prepaid postage on it. I addressed the left the copies.	envelope to the person in (1) at the address where I
I mailed the envelope on (date): from (by leaving it (check one):	(City, State):
a. At a U.S. Postal Service mail drop, or	
b. At an office or business mail drop where I know U.S. Postal Service, or	the mail is picked up every day and deposited with the
c. With someone else I asked to mail the document completed Form SC-104A.	s to the person in 1, and I have attached that person's
Server's Information	
Name:	Phone:
Address:	
City:	State: Zip:
Fee for service: \$	
If you are a registered process server:	
County of registration:	Registration number:
I declare under penalty of perjury under California state law case and that the information above is true and correct.	that I am at least 18 years old and not named in this
Date:	
Type or print server's name	Server signs here after serving