

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

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:
 Odd Fellows Sierra Recreation Association, Inc. (OFSRA)

Business or Agency Name	
Delwyn Wallis	President
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*): _____

Clerk stamps date here when form is filed.

FILED

JUL 05 2012

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 Yaney Avenue
 Sonora, CA 95370

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

Case Number: SC18553 Amended	
Case Name: [None]	
Hearing Date: 7/19/2012	
Time: 8:30 AM	Dept.: 5



Case Number:

SC18553 Amended

Case name: [None]

4 Fill out "a" or "b" below:

a. [X] Personal Service: I personally gave copies of the documents checked in (3) to the person in (1):

On (date): 6/17/2012 At (time): 11:50 [X] a.m. [] p.m.

At this address: 25460 Jordan Way (Board Room at the Recreation Hall in Sierra Park)

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: Joseph D. Ventimiglia Phone: (209) 586-9332

Address: P. O. Box 222

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: 6/17/2012

Joseph D. Ventimiglia
Type or print server's name

[Signature]
Server signs here after serving