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:

a. If you are serving a **person**, write the person's name below:

- 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 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 Homeowners' Association, Inc. (OFSHA)

 Business or Agency Name

 Charles Varvayanis Secretary listed on current SI-100 at S.O.S.

 Person Authorized for Service

 Job Title

OCT 0 3 2012

Superior Court of California County of Tuolumne

By: 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 Third Amended		
Case Name: None		
Hearing Date: 10/2/2012		
Time: 1.30 PM	Dept.: 5	

2 Instructions to Server:

You must be at least 18 years old and not be named in this case. Follow these steps:

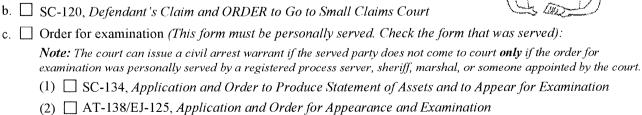
- Give a copy of all the documents checked in (3) to the person in (1), or
- Give a copy of all the documents checked in (3) to one of the following people:
- a. A competent adult (at least 18) living with, and at the home of the person in (1), or
- b. An adult (at least 18) who seems to be in charge 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	



d. ☐ Other (specify):

Case name: None	SC18553 Third Amended		
4) Fill out "a" or "b" below:			
Personal Service: I personally gave copies of the documents checked in 3 to the person in 1:			
On (date): 9/23/2012 At (time): 8:45			
24002 I 1 W W			
	State: CA Zip: 95335		
b. Substituted Service: I personally gave copies of the docu	ments 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	An adult who seems to be in charge where the person in 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 p	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:			
and put first-class prepaid postage on it. I addressed the envel left the copies.	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		
· · · · · · · · · · · · · · · · · · ·	c. With someone else I asked to mail the documents to the person in ①, and I have attached that person'		
Server's Information			
Name: Joseph D. Ventimiglia	Phone: (209) 586-9332		
Address: P. O. Box 222			
City: Long Barn			
Fee for service: \$\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\			
If you are a registered process server:			
County of registration: Ro	egistration number:		
I declare under penalty of perjury under California state law that I case and that the information above is true and correct.	am at least 18 years old and not named in this		
Date: 9/23/2012	0 0///		
Joseph D. Ventimiglia	Joe Vertunden		
Type or print server's name Server	r signs here after serving		

Case Number: