



SUPERIOR COURT OF CALIFORNIA

COUNTY OF TULARE

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SMALL CLAIMS

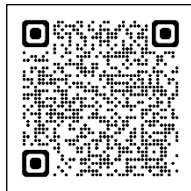
Part 1: Case Initiation & Trial

Forms included in this packet:		
READ	SC-100-INFO	Information for the Small Claims Plaintiff
FILE & SERVE	SC-100	Plaintiff's Claim and ORDER to Go to Small Claims Court
	SC-100A	Other Plaintiffs and Defendants (<i>optional</i>)
FILE AFTER SERVICE	SC-104	Proof of Service

Small Claims – Part 1: Case Initiation & Trial

Completing Forms:

- California Court forms: Fillable, printable PDF versions of the forms referenced in this packet are available at the California Court website. For details, visit: <https://courts.ca.gov/rules-forms/find-your-court-forms>
- LawHelp Interactive: A free resource that assists litigants with completing legal forms through a series of guided interview questions. For details, visit: <https://lawhelpinteractive.org/Interview/GenerateInterview/1489/engine>
- Legal packets and samples: The Tulare County Superior Court’s website offers many packets and samples. For a current list, scan the QR code below, or visit: <https://www.tulare.courts.ca.gov/forms-filing/local-forms-information-filing-instructions>



Self-Help Resource Center:

If you do not have an attorney representing you, free procedural assistance is available. Contact the Self-Help Resource Center (SHRC), also known as the Office of the Family Law Facilitator. SHRC staff will provide instructions on how to complete forms, how to serve the other party, and can answer procedural questions. However, SHRC staff **CANNOT** complete your forms for you, provide legal advice, or represent you in court. The SHRC can be reached at (559) 737-5500 and selfhelp@tulare.courts.ca.gov, and offices are located at:

County Civic Center

221 S. Mooney Blvd., Room 203
Visalia, CA 93291

South County Justice Center

300 E. Olive Ave.
Porterville, CA 93257

Other Resources:

If you have further questions or concerns, consult with an attorney or use the assistance of a paralegal or typing service. You may also conduct research on your legal issue and find additional information at:

- California Courts’ Self-Help website: <https://selfhelp.courts.ca.gov/>
- Tulare County Law Library: <https://tularecounty.ca.gov/lawlibrary/>
 - The Tulare County Law Library is located on the ground floor of the County Civic Center, and Law Library computer terminals are available at the South County Justice Center in the Self-Help Resource Center lobby.
- Sacramento County Public Law Library: <https://saclaw.org/>

INSTRUCTIONS

Small claims court is a special court designed to provide a speedy, inexpensive, and informal method of resolving disputes involving relatively small sums of money, without attorneys or conventional legal procedure. This packet, entitled **Small Claims – Part 1: Case Initiation & Trial**, provides information about filing the proper paperwork to start a small claims case, and what to expect at trial. After the Court decides the case, refer to the next packet, entitled **Small Claims – Part 2: Post-Judgment & Collections**, for information about what to do next. Read these instructions, plus form **SC-100-INFO, Information for the Small Claims Plaintiff**, before you start filling out your forms. Forms referenced but not included in this packet are available on the California Court forms website (see *URL on page 2*).

Practical Considerations

If you believe you have a case for small claims, it is a good idea to think about whether you want to go through the process of a small claims case. Consider the following:

- If you win the case, does the other side have the money to pay you?
- If you win the case and the other party owes you money, you must collect your judgment yourself--**the court will not collect it for you**.
- If you are suing your neighbor or someone you will still know in the future, will winning fix the problem or ruin the relationship?
- Will being involved in the court case, maybe for years (*if you win and the other side doesn't pay or is on a payment plan*), keep you feeling angry or stressed? Could you use your energy better in other ways?

SMALL CLAIMS BASICS

Maximum Recovery Amount

- If you are individual (*or sole proprietor of a business*), you can sue for up to \$12,500.
- Businesses like corporations can only sue for up to \$6,250.
- You can only file two claims for more than \$2,500 within a calendar year (*Jan. 1 - Dec. 31*).

Common Types of Small Claims cases

- Your former landlord refuses to return your security deposit.
- Your tenant damaged your apartment and the repairs are more than the deposit.
- A mechanic failed to fix your car and will not return the money, or caused more damage.
- You paid a contractor to work on your home but they didn't finish the job, or did a bad job.
- You lent money to a friend and they refuse to pay you back.
- Someone wrote you a bad check or stopped payment on a check.
- A government agency does something that hurts you or your property.

Lawyer Representation

- You cannot have a lawyer represent you in a small claims case, except on appeal.

Ability to Appeal

- If the plaintiff loses their case, they **cannot** appeal. The court's decision is final.
- If the defendant loses the case, they **can** appeal.
- If the defendant countersued and loses on their claim, the defendant **cannot** appeal.
- If the defendant countersued and won, the plaintiff **can** appeal.

Venue

- The venue for your small claims case can be where the defendant lives, where the damage or accident happened, or where a contract was signed, carried out, or broken.

Statute of Limitations

- The deadline to file a lawsuit is called the statute of limitations, and depends on the type of case and who you are suing:

Personal injury	2 years after you were hurt
Property damage	3 years after your property was damaged
Breaking a contract or agreement	4 years from the day a written agreement is broken 2 years from the day a verbal agreement is broken
Fraud (<i>when you lose money because someone lied to you or tricked you on purpose</i>)	3 years to file after you know about the fraud, or should have known about the fraud.
Suing a government or public agency	You must first file a claim with that agency, usually within 6 months. They have 45 days to make a decision. If they don't make a decision in those 45 days, then the claim is considered denied. If they reject your claim in writing, you have 6 months to file a civil action in court.

Limitations on Written Agreements

- If you have a written agreement, read the terms carefully to understand whether you can even go to small claims court. Some written agreements require that you attend mediation or arbitration before (*or instead of*) opening a court case.

Comparison with Limited Civil

- If the recovery amount sought is \$35,000 or lower, you can file a limited civil action, where you can have an attorney represent you. However, the filing costs are higher, and all rules and procedures must be followed.
- There is no limit to the number of lawsuits you can file with limited civil cases.

STEP 1: MAKE A DEMAND

Before filing paperwork to start the small claims case, you must first ask the other party for the money you believe they owe you. Let them know how much they owe and why you think they owe you the money. This demand can be in person, in writing, or by phone. If the other party pays you, you won't need to go to court. If you can reach an agreement, write up the terms of payment. For example, if it will be paid as a lump sum or a series of payments over time. That way, if there are questions later, both parties will know what each agreed to do.

STEP 2: COMPLETE FORMS

If the other party does not respond or refuses to pay, you can start a small claims case. Complete the court forms listed below. You are the plaintiff, and the other party is the defendant.

SC-100: Plaintiff's Claim and ORDER to Go to Small Claims Court:

- **Page 1:** Fill in the court's address. The Court Clerk will complete the rest of Page 1.
- **Item 1:** Enter your name, phone number, mailing address, and email address.
 - There is space for a second plaintiff. If there are more than two plaintiffs, complete and attach form **SC-100A, Other Plaintiffs and Defendants**.
- **Item 2:** Enter the defendant's **exact legal name**, phone number, and address.
 - If the defendant is a corporation, LLC, or public entity, list the person or authorized agent for service of process, their job title, and address.
 - If you don't know the **exact legal name**, check with the state or local licensing agency, the County Clerk's office, or the Office of the Secretary of State (<https://www.sos.ca.gov/business-programs>).
 - If there is more than one defendant, complete and attach form **SC-100A, Other Plaintiffs and Defendants**.
 - If any defendant is active military, mark the box and enter that defendant's name.
- **Item 3:** Enter the amount that you claim the defendant owes.
 - (a): Provide an explanation why.
 - (b): Enter the date or date range when the event or events happened.
 - (c): Describe how you calculated the money owed to you.
 - If you need more space, mark the box and attach a sheet of paper labeled **SC-100, Item 3** at the top.

Tip: Add specifics where possible. For example:

- If the events occurred over a series of days, provide a clear timeline of events.
- Include serial #s, parcel #s, or other identifying information.
- If your claim is related to a motor vehicle, add the VIN.
- When calculating the total claim, include the original debt, less any credited payments.

- **Item 4:** Indicate whether you made a demand before you started your small claims case. If not, explain why.
- **Item 5:** Check the box that relates to why you are filing your small claims case in the Visalia Courthouse or the South County Justice Center in Porterville.
- **Item 6:** List the zip code of the place checked in **Item 5**.
- **Items 7 through 10:** Mark any boxes that apply to you or your case.
- **Middle of Page 4:** Date, print your name, and sign.

SC-100A: Other Plaintiffs and Defendants

Only complete this form if there are more than two Plaintiffs or more than one Defendant.

- **Item 1:** Enter the information of additional Plaintiffs.
- **Item 2:** Enter the information of additional Defendants.
- **Item 3:** Mark the box for Yes or No if the claim is more than \$2,500.
- **Bottom of page:** Date, print your name, and sign.

STEP 3: FILE THE FORMS

Once you've completed your forms, make one copy for you plus one copy for each defendant you are suing. Bring the originals and copies to the Clerk of Court for filing, located inside the courthouses in Visalia and Porterville, at:

County Civic Center
221 S. Mooney Blvd., Room 201
Visalia, CA 93291

South County Justice Center
300 E. Olive Ave.
Porterville, CA 93257

The Clerk of Court will file the original forms and return your filed copies. One copy is for your records, and the other copies are to be served on the defendants. Trial will be set within 30 to 70 days after filing. Your hearing date will be listed in the middle of Page 1 of form **SC-100**.

Court Fees: There are fees associated with starting the small claims case. If you cannot afford the filing fees, ask the Clerk of Court for the following forms:

- **FW-001, Request to Waive Court Fees**, and
- **FW-003, Order on Court Fee Waiver (Superior Court)**.

Complete these forms, make one copy, and present them at the time of filing. Fee Waiver forms do not need to be served on the other party.

STEP 4: SERVE THE FORMS

The next step is to have someone serve your forms on the defendant. The server must be at least 18 years old and not a party to the case. The Sheriff can also serve your forms for a fee, unless you have a fee waiver that was granted by the court. Service must be completed at least 15 days before the trial date if the defendant is in Tulare County (or 20 days if the defendant is outside Tulare County). Add 10 more days if serving by substituted service.

Service Methods & Deadlines

- **Personal Service:** The server hands the *Plaintiff's Claim* to the defendant.
- **Substituted Service:** The server hands the *Plaintiff's Claim* to an adult at the other party's home or work. Afterwards, the server must mail a copy of the *Plaintiff's Claim* to the other party at that same address.
 - You are not required to attempt personal service or exercise other due diligence before using substituted service.
- **Certified Mail:** For a fee, the Clerk of Court will send the *Plaintiff's Claim* to the other party by certified mail. The defendant must sign for the delivery, which provides confirmation that the *Plaintiff's Claim* was received. The date of service is the date they sign for the delivery.
 - If someone else signs for the delivery, or it is left unsigned, the court will not find adequate service.

Serving a Business or Public Entity: If you are suing a business or public entity, you must serve a specific person authorized to accept service, not just any employee. To learn more, review form **SC-104C**, *How to Serve a Business or Public Entity*.

STEP 5: FILE THE PROOF OF SERVICE

After the other party has been served, the server must complete and sign form **SC-104**, *Proof of Service*, stating who, when, where, and how the service took place. Bring the *Proof of Service* plus one copy to the Clerk of Court for filing. The Clerk will keep the original and give you back a copy for your records. A filed *Proof of Service* tells the court that the other party received the forms and was notified of the court date. If there is no filed *Proof of Service*, the court may not be able to make orders in the case.

Filing Deadline: The *Proof of Service* must be filed at least 5 days before the court hearing.

OPTIONAL STEP: DEFENDANT COUNTERSUES

If you are the defendant and want to countersue the plaintiff, complete form **SC-120: Defendant's Claim and ORDER to Go to Small Claims Court**. The questions are nearly identical to those on form **SC-100**, described above. The defendant's claim does not need to relate to the same subject or event as the plaintiff's claim. To countersue, complete and file form **SC-120** at the Clerk of Court, and then serve the plaintiff by the following deadlines:

- If you received the *Plaintiff's Claim* **more than 10 days** before the trial date, you must serve your *Defendant's Claim* on the plaintiff at least **5 days** before the trial.
- If you received the *Plaintiff's Claim* **10 days or less before the trial date**, you must serve your *Defendant's Claim* on the plaintiff at least **1 day** before the trial.

STEP 6: PREPARE FOR TRIAL

Trial Notes: Before your trial, make notes about your claim or defense. You can refer to these notes at trial when speaking to the Court so you can clearly state what relief you want and the specific orders you'd like the court to make.

Witnesses: Write out the questions you intend to ask each witness, and talk to them about what they'll say so you aren't surprised at the trial. All witnesses must come to court and testify *in person*, so the other party has an opportunity to cross-examine them. Witnesses must remain outside in the hallway until it is their turn to testify.

Exhibits: Gather documents and photographs that support your claim or defense. Receipts, invoices, lease agreements, copies of cancelled checks, deposit receipts, and correspondence between you and the other party (*emails, text messages, or letters*), may be presented at court. Make multiple copies for each exhibit: one copy for you, one copy for the court, one copy for the defendant, and if necessary, an extra copy for witnesses. Place the exhibits in the order that you intend to introduce them.

Tip: If you are presenting photographs, make color copies enlarged to at least 8 ½" x 11".

Playing electronic media in court: To present electronic evidence at trial, such as pictures or video, you must store the exhibits on a USB flash drive, and bring both the USB flash drive and a device (*such as a laptop*) to show the exhibit. The court **will not** provide a laptop for you to use at trial. USB flash drives received by the court as evidence may not be returned to you.

STEP 7: ATTEND THE TRIAL

Trial Location: The date, time, and Department where your small claims trial will take place is listed on page 1 of form **SC-100**. Arrive early to give yourself time to find parking and get through security. Bring all of your filed forms and any evidence you want to present. When you arrive at the courtroom, check in with the bailiff.

Mediation: After taking roll, the parties may be referred to mediation, where a professionally trained mediator will meet with the parties to clarify the issues. Mediators don't decide who is right or wrong. Instead, they help the parties reach a mutually agreeable solution. This non-adversarial framework can be less stressful than going to trial, and the informal setting can encourage cooperation and improve communication. The mediation session is confidential, meaning any information disclosed during the session will not be revealed to anyone. Note: Mediators will not assist with certain cases, such as auto accidents.

- If an agreement is reached, the mediator will prepare a written stipulation, obtain signatures from the parties, and submit to the court. The parties will not need to appear before the judicial officer.
- If no agreement is reached in mediation, the matter will proceed to trial.

Trial: Small claims trials are heard by a judicial officer. There is no jury. The burden of proof is on the plaintiff (*or defendant if they filed a counterclaim*) to establish their claim by a preponderance of evidence. This means that the party's claims are more likely true than not true. The plaintiff will have the opportunity to present their side first, followed by the defendant. The length of the trial will depend on the complexity of the case and how much evidence both parties present.

Judgment: After both parties have presented their case, the judicial officer may make a ruling. However, in most cases the matter will be taken under submission to allow the judicial officer to further examine the evidence presented. If the matter is taken under submission, the judgment will be issued within 90 days, and will be prepared on form **SC-130, Notice of Entry of Judgment**.

Delivery of the Judgment: The Clerk of Court will mail form **SC-130, Notice of Entry of Judgment** to both parties. In addition, judgment debtor will be sent a blank form **SC-133, Judgment Debtor's Statement of Assets**.

NEXT STEPS

After you receive form **SC-130, Notice of Entry of Judgment**, read it carefully so you know what the court decided. Refer to the next packet, entitled **Small Claims – Part 2: Post-Judgment & Collections**, for information about what to do next. Any exhibits introduced into evidence must be retrieved within 60 days of the Judgment, or they will be destroyed. Ask the Exhibits Clerk about how to get your exhibits back.

This information sheet is written for the person who sues in the small claims court. It explains some of the rules of, and some general information about, the small claims court. It may also be helpful for the person who is sued.

WHAT IS SMALL CLAIMS COURT?

Small claims court is a special court where disputes are resolved quickly and inexpensively. The rules are simple and informal. The person who sues is the **plaintiff**. The person who is sued is the **defendant**. In small claims court, you may ask a lawyer for advice before you go to court, but you cannot have a lawyer in court. Your claim cannot be for more than \$6,250 if you are a business or public entity or for more than \$12,500 if you are a natural person (including a sole proprietor). *(See below for reference to exceptions.)** If you have a claim for more than this amount, you may sue in the civil division of the trial court or you may sue in the small claims court and give up your right to the amount over the limit. You cannot, however, file more than two cases in small claims court for more than \$2,500 each during a calendar year.

WHO CAN FILE A CLAIM?

1. You must be at least *18 years old* to file a claim. If you are not yet 18, tell the clerk. You may ask the court to appoint a **guardian ad litem**. This is a person who will act for you in the case. The guardian ad litem is usually a parent, a relative, or an adult friend.
2. A person who sues in small claims court must first make a **demand**, if possible. This means that you have asked the defendant to pay, and the defendant has refused. If your claim is for possession of property, you must ask the defendant to give you the property.
3. Unless you fall within two technical exceptions, you must be the **original owner** of the claim. This means that if the claim is assigned, the buyer cannot sue in the small claims court.

You must also appear at the small claims hearing yourself unless you filed the claim for a corporation or other entity that is not a natural person.

4. If a corporation files a claim, an employee, an officer, or a director must act on its behalf. If the claim is filed on behalf of an association or another entity that is not a natural person, a regularly employed person of the entity must act on its behalf. A person who appears on behalf of a corporation or another entity must not be employed or associated solely for the purpose of representing the corporation or other entity in the small claims court. **You must file a declaration with the court to appear in any of these instances.** (See *Authorization to Appear*, form SC-109.)

WHERE CAN YOU FILE YOUR CLAIM?

You must sue in the right court and location. This rule is called **venue**. Check the court's local rules if there is more than one court location in the county handling small claims cases. If you file your claim in the wrong court, the court will dismiss the claim unless all defendants personally appear at the hearing and agree that the claim may be heard. The right location may be any of these:

1. Where the defendant lives or where the business involved is located;
2. Where the damage or accident happened;
3. Where the contract was signed or carried out;
4. If the defendant is a corporation, where the contract was broken; or
5. For a retail installment account or sales contract or a motor vehicle finance sale:
 - a. Where the buyer lives;
 - b. Where the buyer lived when the contract was entered into;
 - c. Where the buyer signed the contract; or
 - d. Where the goods or vehicle are permanently kept.

SOME RULES ABOUT THE DEFENDANT (including government agencies)

1. You must sue using the defendant's *exact legal name*. If the defendant is a business or a corporation and you do not know the exact legal name, check with the state or local licensing agency, the county clerk's office, or the Office of the Secretary of State, Corporate Status Unit, at www.sos.ca.gov/business. Ask the clerk for help if you do not know how to find this information. If you do not use the defendant's exact legal name, the court may be able to correct the name on your claim at the hearing or after the judgment.
2. If you want to sue a government agency, you must first file a claim with the agency before you can file a lawsuit in court. Strict time limits apply. If you are in a Department of Corrections or Youth Authority facility, you must prove that the agency denied your claim. Please attach a copy of the denial to your claim.
3. With very limited exceptions, the defendant must be served within the state of California.

HOW DOES THE DEFENDANT FIND OUT ABOUT THE CLAIM?

You must make sure the defendant finds out about your lawsuit. This has to be done according to the rules or your case may be dismissed or delayed. The correct way of telling the defendant about the lawsuit is called **service of process**. This means giving the defendant a copy of the claim. **YOU CANNOT DO THIS YOURSELF.** You should read form SC-104B, *What is "Proof of Service"?* Here are four ways to serve the defendant:

1. **Service by a law officer**—You may ask the marshal or sheriff to serve the defendant. A fee will be charged.
2. **Process server**—You may ask anyone who is *not a party* in your case and who is at least *18 years old* to serve the defendant. The person is called a **process server** and must personally give a copy of your claim to the defendant. The person must also sign a proof of service form showing when the defendant was served. Registered process servers will serve papers for a fee. You may also ask a friend or relative to do it.
3. **Certified mail**—You may ask the clerk of the court to serve the defendant by certified mail. The clerk will charge a fee. You should check back with the court before the hearing to see if the receipt for certified mail was returned to the court. **Service by certified mail must be done by the clerk's office except in motor vehicle accident cases involving out-of-state defendants.**
4. **Substituted service**—This method lets you serve another person instead of the defendant. You must follow the procedures carefully. You may also wish to use the marshal or sheriff or a registered process server.

* Exceptions: Different limits apply in an action against a defendant who is a guarantor. (See Code Civ. Proc., § 116.220(c).)

4. **Substituted service** (*continued*) A copy of your claim must be left at the defendant's business with the person in charge; **OR** at the defendant's home with a competent person who is at least 18 years old. The person who receives the claim must be told about its contents. Another copy must be mailed, first class postage prepaid, to the defendant at the address where the paper was left. The service is not complete until *10 days* after the copy is mailed.
5. **Timing and proof of service**—No matter which method of service you choose, the defendant must be served by a certain date, or the trial will be postponed. If the defendant lives in the county, service must be completed at least *15 days* before the trial date. This period is at least *20 days* if the defendant lives outside the county.
The person who serves the defendant must sign a court paper showing when the defendant was served. This paper is called a *Proof of Service* (form SC-104). It must be signed and returned to the court clerk as soon as the defendant has been served.

WHAT IF THE DEFENDANT ALSO HAS A CLAIM?

Sometimes the person who was sued (the **defendant**) will also have a claim against the person who filed the lawsuit (the **plaintiff**). This claim is called the *Defendant's Claim*. The defendant may file this claim in the same lawsuit. This helps to resolve all of the disagreements between the parties at the same time.

If the defendant decides to file the claim in the small claims court, the claim may not be for more than \$6,250, or \$12,500 if the defendant is a natural person (*see exceptions on page 1**). If the value of the claim is more than this amount, the defendant may either give up the amount over \$6,250 or \$12,500 and sue in the small claims court or sue in the appropriate court for the full value of the claim. If the defendant's claim relates to the same contract, transaction, matter, or event that is the subject of your claim and exceeds the value amount for small claims court, the defendant may file the claim in the appropriate court and file a motion to transfer your claim to that court to resolve both claims together.

The defendant's claim must be served on the plaintiff at least *five days* before the trial. If the defendant received the plaintiff's claim *10 days* or less before the trial, then the claim must be served at least *one day* before the trial. Both claims will be heard by the court at the same time.

WHAT HAPPENS AT THE TRIAL?

Be sure you are on time for the trial. The small claims trial is informal. You must bring with you all witnesses, books, receipts, and other papers or things to prove your case. You may ask the witnesses to come to court voluntarily, or you may ask the clerk to issue a **subpoena**. A subpoena is a court order that *requires* the witness to go to trial. The witness has a right to charge a fee for going to the trial. If you do not have the records or papers to prove your case, you may also get a court order before the trial date requiring the papers to be brought to the trial. This order is called a *Small Claims Subpoena and Declaration* (form SC-107).

If you settle the case before the trial, you must file a **dismissal** form with the clerk.

The court's decision is usually mailed to you after the trial. It may also be hand delivered to you when the trial is over and after the judge has made a decision. The decision appears on a form called the *Notice of Entry of Judgment* (form SC-130 or SC-200).

WHAT HAPPENS AFTER JUDGMENT?

The court may have ordered one party to pay money to the other party. The party who wins the case and is owed the money is called the **judgment creditor**. The party who loses the case and owes the money is called the **judgment debtor**. Enforcement of the judgment is **postponed** until the time for appeal ends or until the appeal is decided. This means that the judgment creditor cannot collect any money or take any action until this period is over. Generally both parties may be represented by lawyers after judgment. More information about your rights after judgment is available on the back of the *Notice of Entry of Judgment*. The clerk may also have this information on a separate sheet.

HOW TO GET HELP WITH YOUR CASE

1. **Lawyers**—Both parties may ask a lawyer about the case, but a lawyer may not represent either party in court at the small claims trial. Generally, after judgment and on appeal, both parties may be represented by lawyers.
2. **Interpreters**—If you do not speak English well, ask the court clerk as soon as possible for a court-provided interpreter. You may use form INT-300 or a local court form to request an interpreter. If a court interpreter is not available at the time of your trial, it may be necessary to reschedule your trial. You cannot bring your own interpreter for the trial unless the interpreter has been approved by the court as a certified, registered, or provisionally qualified interpreter. (See Cal. Rules of Court, rule 2.893, and form INT-140.)
3. **Waiver of fees**—The court charges fees for some of its procedures. Fees are also charged for serving the defendant with the claim. The court may excuse you from paying these fees if you cannot afford them. Ask the clerk for the *Information Sheet on Waiver of Superior Court Fees and Costs* (form FW-001-INFO) to find out if you meet the requirements so that you do not have to pay the fees.
4. **Night and Saturday court**—If you cannot go to court during working hours, ask the clerk if the court has trials at **night** or on **Saturdays**.
5. **Parties who are in jail**—If you are in jail, the court may excuse you from going to the trial. Instead, you may ask another person who is not an attorney to go to the trial for you. You may mail written declarations to the court to support your case.
6. **Accommodations**—If you have a disability and need assistance, immediately ask the court to help accommodate your needs. If you are hearing impaired and need assistance, notify the court immediately.
7. **Forms**—You can get small claims forms and more information at the California Courts Self-Help Center website (www.courts.ca.gov/smallclaims), your county law library, or the courthouse nearest you.
8. **Small claims advisors**—The law requires each county to provide assistance in small claims cases free of charge. (*Small claims advisor information*):

Notice to the person being sued:

- You are the defendant if your name is listed in ② on page 2 of this form or on form SC-100A. The person suing you is the plaintiff, listed in ① on page 2.
- You and the plaintiff must go to court on the trial date listed below. If you do not go to court, you may lose the case. If you lose, the court can order that your wages, money, or property be taken to pay this claim.
- Bring witnesses, receipts, and any evidence you need to prove your case.
- Read this form and all pages attached to understand the claim against you and to protect your rights.

Aviso al Demandado:

- Usted es el Demandado si su nombre figura en ② de la página 2 de este formulario, o en el formulario SC-100A. La persona que lo demanda es el Demandante, la que figura en ① de la página 2.
- Usted y el Demandante tienen que presentarse en la corte en la fecha del juicio indicada a continuación. Si no se presenta, puede perder el caso. Si pierde el caso, la corte podría ordenar que le quiten de su sueldo, dinero u otros bienes para pagar este reclamo.
- Lleve testigos, recibos y cualquier otra prueba que necesite para probar su caso.
- Lea este formulario y todas las páginas adjuntas para entender la demanda en su contra y para proteger sus derechos.

*Clerk stamps date here when form is filed.**Fill in court name and street address:***Superior Court of California, County of***Court fills in case number when form is filed.***Case Number:****Case Name:****Order to Go to Court****The people in ① and ② must attend court:** *(Clerk fills out section below.)*

Trial Date	Date	Time	Department	Name and address of court, if different from above
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
Date: _____		Clerk, by _____, Deputy		

Instructions for the person suing:

- You are the plaintiff. The person you are suing is the defendant.
- **Before** you fill out this form, read form **SC-100-INFO**, *Information for the Plaintiff*, to know your rights. You can get form SC-100-INFO at any courthouse or county law library, or go to courts.ca.gov/rules-forms/find-your-court-forms.
- **Fill out pages 2, 3, and 4 of this form.** Make copies of all the pages of this form and any attachments—one for each party named in this case and an extra copy for yourself. Take or mail the original and the copies to the court clerk's office and pay the filing fee. The clerk will write the date of your trial in the box above. Your court may allow electronic filing. Check your local court website for information: courts.ca.gov/find-my-court.htm.
- You must have someone at least 18—not you or anyone else listed in this case—give each defendant a court-stamped copy of all pages of this form and any pages this form tells you to attach. There are special rules for "serving," or delivering, this form to public entities, associations, and some businesses. See forms **SC-104**, **SC-104B**, and **SC-104C**.
- **Go to court on your trial date listed above.** Bring witnesses, receipts, and any evidence you need to prove your case.



Plaintiff (list names):

Case Number: _____

1 The plaintiff (the person, business, or public entity that is suing) is:

Name: _____ Phone: _____

Street address: _____

Mailing address (if different): ^{Street} _____ ^{City} _____ ^{State} _____ ^{Zip} _____

Street _____ City _____ State _____ Zip _____

Email address (if available): _____

If more than one plaintiff, list next plaintiff here:

Name: _____ Phone: _____

Street address: _____

Mailing address (if different): ^{Street} _____ ^{City} _____ ^{State} _____ ^{Zip} _____

Street _____ City _____ State _____ Zip _____

Email address (if available): _____

- Check here if more than two plaintiffs and attach form SC-100A.
- Check here if either plaintiff listed above is doing business under a fictitious name and attach form SC-103.
- Check here if any plaintiff is a "licensee" or "deferred deposit originator" (payday lender) under Financial Code sections 23000 et seq.

2 The defendant (the person, business, or public entity being sued) is:

Name: _____ Phone: _____

Street address: _____

Mailing address (if different): ^{Street} _____ ^{City} _____ ^{State} _____ ^{Zip} _____

Street _____ City _____ State _____ Zip _____

If the defendant is a corporation, limited liability company, or public entity, list the person or agent authorized for service of process here:

Name: _____ Job title, if known: _____

Address: _____

^{Street} _____ ^{City} _____ ^{State} _____ ^{Zip} _____

- Check here if your case is against more than one defendant and attach form SC-100A.
- Check here if any defendant is on active military duty and write defendant's name here: _____

3 The plaintiff claims the defendant owes \$ _____ . (Explain below and on next page.)

a. Why does the defendant owe the plaintiff money?



Plaintiff (list names):

Case Number: _____

- 3 b. When did this happen? (Date): _____
If no specific date, give the time period: Date started: _____ Through: _____
- c. How did you calculate the money owed to you? (Do not include court costs or fees for service.)

Check here if you need more space. Attach one sheet of paper or form MC-031 and write "SC-100, Item 3" at the top.

- 4 **You must ask the defendant (in person, in writing, or by phone) to pay you before you sue. If your claim is for possession of property, you must ask the defendant to give you the property. Have you done this?**
 Yes No If no, explain why not:

- 5 **Why are you filing your claim at this courthouse?**
This courthouse covers the area (check the one that applies):
 - a. (1) Where the defendant lives or does business. (4) Where a contract (written or spoken) was made, signed, performed, or broken by the defendant *or* where the defendant lived or did business when the defendant made the contract.
 - (2) Where the plaintiff's property was damaged.
 - (3) Where the plaintiff was injured.
 - b. Where the buyer or lessee signed the contract, lives now, or lived when the contract was made, if this claim, is about an offer or contract for personal, family, or household goods, services, or loans. (Code Civ. Proc., § 395(b).)
 - c. Where the buyer signed the contract, lives now, or lived when the contract was made, if this claim is about a retail installment contract (like a credit card). (Civ. Code, § 1812.10.)
 - d. Where the buyer signed the contract, lives now, or lived when the contract was made, or where the vehicle is permanently garaged, if this claim is about a vehicle finance sale. (Civ. Code, § 2984.4.)
 - e. Other (specify): _____

6 **List the zip code of the place checked in 5 above** (if you know): _____

7 **Is your claim about an attorney-client fee dispute?** Yes No
If yes, and if you have had arbitration, fill out form SC-101, attach it to this form, and check here:

8 **Are you suing a public entity?** Yes No
If yes, you must file a written claim with the entity first. A claim was filed on (date): _____
If the public entity denies your claim or does not answer within the time allowed by law, you can file this form.

Plaintiff (list names):

Case Number: _____

9 Have you filed more than 12 other small claims within the last 12 months in California?

Yes No If yes, the filing fee for this case will be higher.

10 Is your claim for more than \$2,500? Yes No

If you answer yes, you also confirm that you have not filed, and you understand that you may not file, more than two small claims cases for more than \$2,500 in California during this calendar year.

11 I understand that by filing a claim in small claims court, I have no right to appeal this claim.

I declare under penalty of perjury under the laws of the State of California that the information above and on any attachments to this form is true and correct.

Date: _____

Plaintiff types or prints name here



Plaintiff signs here

Date: _____

Second plaintiff types or prints name here



Second plaintiff signs here



Requests for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the trial. For these and other accommodations, contact the clerk's office for form MC-410, *Disability Accommodation Request*. (Civ. Code, § 54.8.)



"Small claims court" is a special court where claims for \$12,500 or less are decided. Individuals, including "natural persons" and sole proprietors, may claim up to \$12,500. Corporations, partnerships, public entities, and other businesses are limited to claims of \$6,250. (See below for exceptions.*) The process is quick and cheap. The rules are simple and informal. You are the *defendant*—the person being sued. The person who is suing you is the *plaintiff*.

Do I need a lawyer? You may talk to a lawyer before or after the case. But you *may not* have a lawyer represent you in court (unless this is an appeal from a small claims case).

How do I get ready for court? You don't have to file any papers before your trial, unless you think this is the wrong court for your case. But bring to your trial any witnesses, receipts, and evidence that support your case. And read "How to prepare for your trial (court date)" at selfhelp.courts.ca.gov/small-claims/trial.

What if I need an accommodation? If you have a disability or are hearing impaired, fill out form [MC-410, Disability Accommodation Request](#). Give the form to your court clerk or the ADA/Access Coordinator.

What if I don't speak English well? Ask the court clerk as soon as possible for a court-provided interpreter. You may use form [INT-300, Request for Interpreter \(Civil\)](#) or a local court form to request an interpreter. If a court interpreter is unavailable for your trial, it may be necessary to reschedule your trial. You cannot bring your own interpreter for the trial unless the interpreter has been approved by the court as a certified, registered, or provisionally qualified interpreter. (See Cal. Rules of Court, rule 2.893, and form [INT-140](#).)

Where can I get the court forms I need? Go to any courthouse or your county law library, or print forms at selfhelp.courts.ca.gov/small-claims-forms.

What happens at the trial? The judge will listen to both sides. The judge may make a decision at your trial or mail the decision to you later.

What if I lose the case? If you lose, you may appeal. You'll have to pay a fee. (Plaintiffs cannot appeal their own claims.)

- If you were at the trial, file form [SC-140, Notice of Appeal](#). You must file within 30 days after the clerk hands or mails you the judge's decision (judgment) on form [SC-200](#) or form [SC-130, Notice of Entry of Judgment](#).
- If you were *not* at the trial, fill out and file form [SC-135, Notice of Motion to Vacate Judgment and Declaration](#), to ask the judge to cancel the judgment (decision). If the judge does not give you a new trial, you have 10 days to appeal the decision. File form [SC-140](#).

For more information on appeals, see selfhelp.courts.ca.gov/small-claims/after-trial/small-claims-appeals.

Do I have options? Yes. If you are being sued, you can:

- **Settle your case before the trial.** If you and the plaintiff agree on how to settle the case before the trial, the plaintiff must file form [CIV-110, Request for Dismissal](#) or a written and signed settlement agreement with the clerk. Ask the Small Claims Advisor for help.

- **Prove this is the wrong court.** Send a letter to the court *before* your trial explaining why you think this is the wrong court. Ask the court to dismiss the claim. You must serve (give) a copy of your letter (by mail or in person) to all parties. (Your letter to the court must say you have done so.)
- **Go to the trial and try to win your case.** Bring witnesses, receipts, and any evidence you need to prove your case. To have the court order a witness to go to the trial, fill out form [SC-107, Small Claims Subpoena and Declaration](#), and have it served on the witness.
- **Sue the person who is suing you.** If you have a claim against the plaintiff, and the claim is appropriate for small claims court as described on this form, you may file *Defendant's Claim* (form [SC-120](#)) and bring the claim in this action. If your claim is for *more* than allowed in small claims court, you may still file it in small claims court if you give up the amount over the small claims value amount, or you may file a claim for the full value of the claim in the appropriate court. If your claim is for more than allowed in small claims court *and* relates to the same contract, transaction, matter, or event that is the subject of the plaintiff's claim, you may file your claim in the appropriate court and file a motion to transfer the plaintiff's claim to that court to resolve both matters together. You can see a description of the amounts allowed in the paragraph above titled **"Small Claims Court."**
- **Agree with the plaintiff's claim and pay the money.** Or, if you can't pay the money now, go to your trial and say you want to make payments.
- **Let the case "default."** If you don't settle and do not go to the trial (default), the judge may give the plaintiff what he or she is asking for plus court costs. If this happens, the plaintiff can legally take your money, wages, and property to pay the judgment.

What if I need more time?

You can change the trial date if:

- You cannot go to court on the scheduled date (you will have to pay a fee to postpone the trial), *or*
- You did not get served (receive this order to go to court) at least 15 days before the trial (or 20 days if you live outside the county).

Ask the Small Claims Clerk about the rules and fees for postponing a trial. Or fill out form [SC-150](#) (or write a letter) and mail it to the court *and* to all other people listed on your court papers before the deadline. Enclose a check for your court fees, unless a fee waiver was granted.



Need help?

Your county's Small Claims Advisor can help for free.

Or go to selfhelp.courts.ca.gov/small-claims-advisor.

* Exceptions: Different limits apply in an action against a defendant who is a guarantor. (See Code Civ. Proc., § 116.220(c).)



La "**Corte de reclamos menores**" es una corte especial donde se deciden casos por \$12,500 o menos. Los individuos, o sea las "personas físicas" y los propietarios por cuenta propia, pueden reclamar hasta \$12,500. Las corporaciones, asociaciones, entidades públicas y otras empresas solo pueden reclamar hasta \$6,250. (Vea abajo para las excepciones.)* El proceso es rápido y económico. Las reglas son sencillas e informales. Usted es el Demandado—la persona que se está demandando. La persona que lo está demandando es el Demandante.

¿Necesito un abogado? Puede hablar con un abogado antes o después del caso. Pero no puede tener a un abogado que lo represente ante la corte (a menos que se trate de una apelación de un caso de reclamos menores).

¿Cómo me preparo para ir a la corte? No tiene que presentar ningún documento antes del juicio, a menos que piense que ésta es la corte equivocada para su caso. Pero lleve al juicio cualquier testigos, recibos y pruebas que apoyan su caso. Y lea "Cómo prepararse para su juicio" en selfhelp.courts.ca.gov/es/reclamos-menores/juicio.

¿Qué hago si necesito una modificación? Si tiene una discapacidad o tiene impedimentos de audición, llene el formulario [MC-410, Solicitud de modificaciones para discapacidad](#). Entregue el formulario al secretario de la corte o al Coordinador de Acceso/ADA de su corte.

¿Qué pasa si no hablo bien inglés? Solicite un intérprete al secretario de la corte lo más pronto posible. Puede usar el formulario [INT-300](#) o un formulario de su corte local. Si no está disponible un intérprete de la corte para su juicio, es posible que se tenga que cambiar la fecha de su juicio. No puede llevar su propio intérprete para el juicio a menos que el intérprete haya sido aprobado por la corte como un intérprete certificado, registrado, o provisionalmente calificado. (Vea la regla 2.893 de las Reglas de la Corte de California, y el formulario [INT-140](#).)

¿Dónde puedo obtener los formularios de la corte que necesito? Vaya a cualquier edificio de la corte, la biblioteca legal de su condado, o imprima los formularios en selfhelp.courts.ca.gov/es/formularios-de-reclamos-menores.

¿Qué pasa en el juicio? El juez escuchará a ambas partes. El juez puede tomar su decisión durante la audiencia o enviársela por correo después.

¿Qué pasa si pierdo el caso? Si pierde, puede apelar. Tendrá que pagar una cuota. (El Demandante no puede apelar su propio reclamo.)

- Si estuvo presente en el juicio, llene el formulario [SC-140, Aviso de apelación](#) (Notice of Appeal). Tiene que presentarlo dentro de 30 días después de que el secretario le entregue o envíe la decisión (fallo) del juez en el formulario [SC-200](#) o [SC-130, Aviso de publicación del fallo](#) (Notice of Entry of Judgment).
- Si no estuvo en el juicio, llene y presente el formulario [SC-135, Aviso de petición para anular el fallo y Declaración](#) para pedirle al juez que anule el fallo (decisión). Si la corte no le otorga un nuevo juicio, tiene 10 días para apelar la decisión. Presente el formulario [SC-140](#).

Para obtener más información sobre las apelaciones, vea selfhelp.courts.ca.gov/es/reclamos-menores/despues-del-juicio/apelaciones-de-reclamos-menores.

¿Tengo otras opciones? Sí. Si lo están demandando, puede:

- **Resolver su caso antes del juicio.** Si usted y el Demandante se ponen de acuerdo en cómo resolver el caso antes del juicio, el Demandante tiene que presentar el formulario [CIV-110 Solicitud de desestimación](#) (Request for Dismissal) o un acuerdo de resolución escrito y firmado al secretario de la corte. Pídale al Asesor de Reclamos Menores que lo ayude.

- **Probar que es la corte equivocada.** Envíe una carta a la corte *antes* del juicio explicando por qué cree que es la corte equivocada. Pídale a la corte que despida el reclamo. Tiene que entregar (dar) una copia de su carta (por correo o en persona) a todas las partes. (Su carta a la corte tiene que decir que hizo la entrega.)
- **Ir al juicio y tratar de ganar el caso.** Lleve testigos, recibos y cualquier prueba que necesite para probar su caso. Si desea que la corte emita una orden de comparecencia para que los testigos vayan al juicio, llene el formulario [SC-107, Citorio de reclamos menores](#) (Small Claims Subpoena) y entrégueselo legalmente al testigo.
- **Demandar a la persona que lo demandó.** Si tiene un reclamo contra el Demandante, y el reclamo se puede presentar en la corte de reclamos menores, tal como se describe en este formulario, puede presentar el formulario [SC-120, Reclamo del demandado](#) (Defendant's Claim) y presentarlo en este mismo caso. Si su reclamo excede el límite permitido en la corte de reclamos menores, puede igualmente presentarlo en la corte de reclamos menores si está dispuesto a limitar su reclamo al máximo permitido, o puede presentar un reclamo por el monto total en la corte apropiada. Si su reclamo excede el límite permitido en la corte de reclamos menores y está relacionado con el mismo contrato, transacción, asunto o acontecimiento que el reclamo del Demandante, puede presentar su reclamo en la corte apropiada y presentar una moción para transferir el reclamo del Demandante a dicha corte, para poder resolver los dos reclamos juntos. Puede ver una descripción de los montos permitidos en el párrafo anterior titulado "Corte de reclamos menores".
- **Aceptar el reclamo del Demandante y pagar el dinero.** O, si no puede pagar en ese momento, vaya al juicio y diga que quiere hacer los pagos a plazos.
- **No ir al juicio y aceptar el fallo por falta de comparecencia.** Si no llega a un acuerdo con el Demandante y no va al juicio (fallo por falta de comparecencia), el juez le puede otorgar al Demandante lo que está reclamando más los costos de la corte. En ese caso, el Demandante legalmente puede tomar su dinero, su sueldo o sus bienes para cobrar el fallo.

¿Qué hago si necesito más tiempo? Puede cambiar la fecha del juicio si:

- No puede ir a la corte en la fecha programada (tendrá que pagar una cuota para aplazar el juicio), o
- No le entregaron los documentos legalmente (no recibió la orden para ir a la corte) por lo menos 15 días antes del juicio (ó 20 días si vive fuera del condado).

Pregúntele al secretario de reclamos menores sobre las reglas y las cuotas para aplazar un juicio. O llene el formulario [SC-150](#) (o escriba una carta) y envíelo antes del plazo a la corte y a todas las otras personas que figuran en sus papeles de la corte. Adjunte un cheque para pagar los costos de la corte, a menos que le hayan dado una exención.



¿Necesita ayuda? El Asesor de Reclamos Menores de su condado le puede ayudar sin cargo.

O visite selfhelp.courts.ca.gov/es/asesor-de-reclamos-menores.

* Excepciones: Existen diferentes límites en un reclamo contra un garante. (Vea el Código de Procedimiento Civil, sección 116.220 (c).)

This form is attached to Form SC-100, item 1 or 2.

1 If more than two plaintiffs (person, business, or entity suing), list their information below:

Other plaintiff's name: _____

Street address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Mailing address (if different): _____

City: _____ State: _____ Zip: _____

Is this plaintiff doing business under a fictitious name? Yes No *If yes, attach form SC-103.*

Other plaintiff's name: _____

Street address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Mailing address (if different): _____

City: _____ State: _____ Zip: _____

Is this plaintiff doing business under a fictitious name? Yes No *If yes, attach form SC-103.*

Check here if more than 4 plaintiffs and fill out and attach another form SC-100A.

2 If more than one defendant (person, business, or entity being sued), list their information below:

Other defendant's name: _____

Street address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Mailing address (if different): _____

City: _____ State: _____ Zip: _____

If this defendant is a corporation, limited liability company, or public entity, list the person or agent authorized for service of process:

Name: _____ Job title, if known: _____

Address: _____

City: _____ State: _____ Zip: _____

Check here if your case is against more than two defendants, and fill out and attach another form SC-100A.

3 Is your claim for more than \$2,500? Yes No

If yes, I have not filed, and understand that I cannot file, more than two small claims cases for more than \$2,500 in California during this calendar year.

4 I understand that by filing a claim in small claims court, I have no right to appeal this claim.

I declare under penalty of perjury under California state law that the information above and on any attachments to this form is true and correct.

Date: _____

Type or print your name

Date: _____

Sign your name

Type or print your name

Sign your name

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:

Business or Agency Name

Person Authorized for Service

Job Title

Clerk stamps date here when form is filed.

Fill in court name and street address:

Superior Court of California, County of

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

Case Number:

Case Name:

Hearing Date:

Time:

Dept.:

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.**

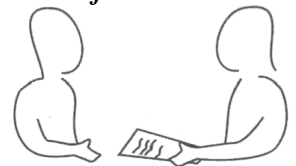
3 I served the person in 1 a copy of the documents checked below:

- 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*): _____



Case name: _____

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): _____ 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 **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: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Fee for service: \$ _____

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: _____

Type or print server's name_____
Server signs here after serving