

SC-104**Proof of Service**

Use this form to serve a **person, business, or public entity**. To learn more about proof of service, read Form SC-104B, *What Is Proof of Service?* To learn more about how to serve a business or public entity, read Form SC-104C, *How to Serve a Business*.

To serve a **business**, you must serve **one** of the following people:

- Owner (for a sole proprietorship or a business, form unknown)
- 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 serve **one** of the following people:

- Clerk (of a city or county)
- Chief officer, director, or agent authorized to accept service (of a public entity, agency, commission, board, district, etc.)

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

b. If you are serving a **business or public entity**, write the name of the business or entity, the person authorized for service, and that person's job title:

CSC-Lawyers Inc.. Service	Eugene R. Agent	President
Business or Public Entity Name	Person Authorized for Service	Job Title

2 Instructions to Server

You must be at least 18 years old and **not listed in this case**. You can use personal or substituted service. Follow these steps:

- a. If you are using personal service, give a copy of the documents checked in **3** to the person in **1**.
- b. If you are using substituted service, give a copy of the documents checked in **3** to:
 - A competent adult (at least 18) at the home of and living with the person in **1** or
 - An adult (at least 18) who seems to be in charge where the person usually works or
 - An adult (at least 18) who seems to be in charge at the place where the person receives mail or has a private mailbox (not a U.S. Postal Service P.O. Box), if there is no known physical address for the person in **1**.
 - THEN mail a copy of the documents to the person in **1** at the address where you left the documents.
- c. After serving the documents do the following:
 - Complete and sign this form *and*
 - Give or mail your completed form to the person who asked you to serve these court papers.

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. Put a check mark next to the form that was served*):
 - (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*

*Note: The court can issue a civil arrest warrant if the served party does not come to court but **only** if the Order for Examination was personally served by a registered process server, sheriff, marshal, or someone appointed by the court.*
- d. Other (*specify*): _____

Clerk stamps date here when form is filed.

Fill in court name and street address:

Superior Court of California, County of

400 McAllister Street
San Francisco, CA 94102
Civic Center Courthouse

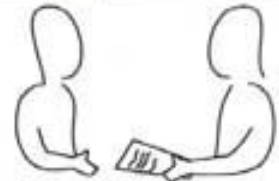
Fill in case number and case name:

Case Number:

[ISSUED BY CLERK]

Case Name:

Jane D. Doe
v. Alaska Airlines, Inc.



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 (at least 18) who seems to be in charge where the person in **(1)** usually **works** or An adult (at least 18) who seems to be in charge where the person in **(1)** **receives mail**, or has a private mailbox (not a U.S. Postal Service P.O. Box), if there is no known physical address for the person in **(1)**.

I told that adult (check one):

 "Please give these court papers to (name of person in **(1)**)" Other (specify): _____I did this on (date): 1/06/2010 At (time): 11:45 a.m. p.m.At this address: 2730 Gateway Oaks Dr., Suite 100City: Sacramento State: CA Zip: 95837Name or description of the person I gave the papers to: Mary J. Receptionist

After serving the court papers (check one):

- 1.
-
- 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): 1/06/2010 from (city, state): Berkeley, CA 94110

by leaving it at (check one):

a. At a U.S. Postal Service mail drop, orb. 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

- 2.
-
- I gave copies of the documents to someone else and asked that person to mail the documents to the person in
- (1)**
- , and I have attached that person's completed Form SC-104A.

5 Server's InformationName: Ruth Server Phone: 510-555-5555Address: 4567 Server LaneCity: El Cerrito State: Ca Zip: 94118

Fee for service: \$ _____

(If you are a registered process server):

County of registration: Sacramento Registration number: [#####]

- 6**
- I declare, under penalty of perjury under California State law, that I am at least 18 years old and not listed in this case and that the information above is true and correct.

Date: 1/06/2010Ruth Server
Type or print server's name
Server signs here after serving