

- This form is attached to Form SC-104. Use this form **ONLY** if you mailed the documents in ① and someone else personally gave them to the person, business, or public entity served.

**Notice to Server**

You must:

- Be at least 18 and **not listed in this lawsuit.**
- Fill out ①–⑥ of this form and attach it to Form SC-104.

**① Documents served by mail:**

- 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.  Other (specify): \_\_\_\_\_

**② Name and address of the person, business, or public entity served:**

- a. If you served a **person**, write the person's name and address below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

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

CSC - Lawyers Incorporating Service      Eugene R. Agent      President

Business or Public Entity Name      Person Authorized for Service      Job Title

Address: 2730 Gateway Oaks Dr., Suite 100      SACRAMENTO,      CA      95852-6036

Street

City

State

Zip

- ③** I put copies of the documents listed in ① above in an envelope, sealed the envelope, and put first-class prepaid postage on it. I addressed the envelope to the person, business, or public entity listed in ② and mailed the envelope by leaving it at (check one):

- a.  A U.S. Postal Service mail drop *or*  
 b.  An office or business mail drop where I know the mail is picked up every day and deposited with the U.S. Postal Service.

- ④** I mailed the envelope:

a. On (date): 1/06/2010      b. From (city, state): San Francisco, CA

- ⑤** My address is: 4567 Server Lane, El Cerito, Ca 94118

- ⑥** I declare, under penalty of perjury under California State law, that the information above is true and correct.

Date: 1/06/2010

Ruth Server

*Type or print server's name**Server signs here after mailing*

Case Number:

[ISSUED BY CLERK]

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 100

City: Sacramento State: CA Zip: 95837

Name 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, 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

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 Information**

Name: Ruth Server Phone: 510-555-5555

Address: 4567 Server Lane

City: 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: 1/06/2010

Ruth Server  
Type or print server's name

Ruth Server  
Server signs here after serving