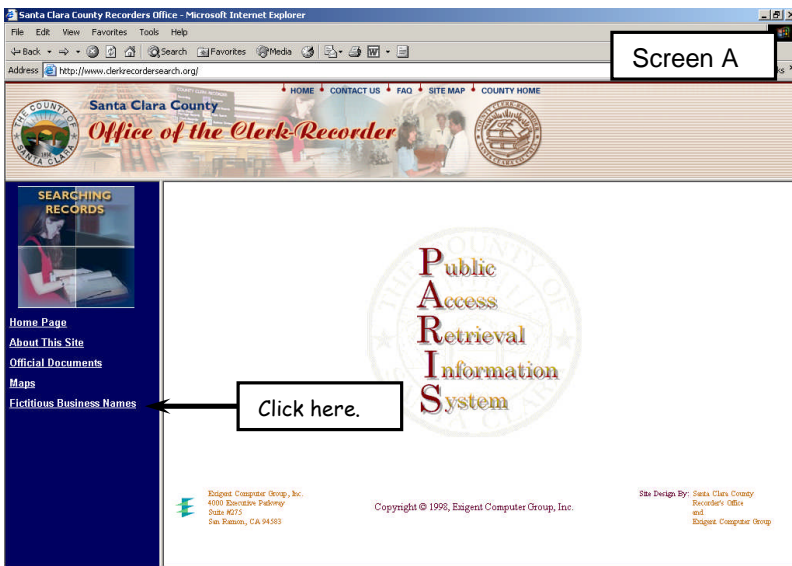
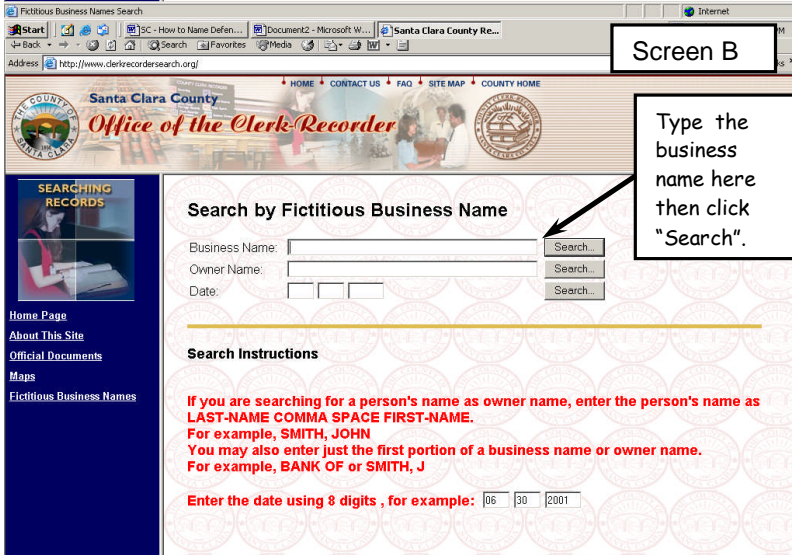


How to Find the Owner of a Business in Santa Clara County

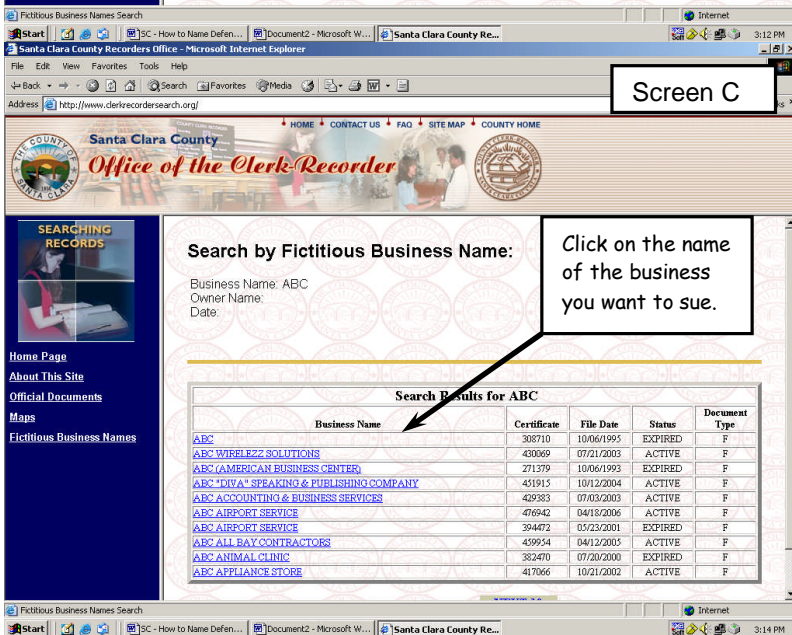


This handout explains how to find the name of a business owner in Santa Clara County. Individuals doing business under a name that does not include their last name must file for a Fictitious Business Name Statement. Some basic information from those statements is available online by following the directions below:

1. Go to www.clerkrecordersearch.org
2. On **Screen A**: Click on "Fictitious Business Name Search"
3. On **Screen B**: Type the name of the business in the first box and *click* on "Search"



4. On **Screen C**: Click on the name that matches the business you want to sue. (Note: There may be more than one business with the same name. Since the website does not list the address of each business, if you find more than one listing, you will need to do more research to determine which is the correct business. You should go to the Clerk-Recorder's Office on 70 W. Hedding Street in San Jose to look at the Fictitious Business Name Statement and compare the addresses listed on the statements with the address of the business you want to sue.)



5. This will bring up a screen that shows you the business owner's name. If the name listed is a corporation, LLC or LP you will need to go to the Secretary of State's website to locate the Agent for Service of Process (if you need assistance, contact the Small Claims Advisor at (408) 556-3000 option #2 then #6, M-F 2:30-5:00pm or see handout on how to locate the agent for service).

See reverse page for an example of how to fill in form SC-100 with this information.

Plaintiff (list names): **YOUR NAME**

Case Number:
LEAVE BLANK

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

Name: **YOUR NAME** Phone: **YOUR PHONE #**

Street address: **YOUR ADDRESS**

Street

City

State

Zip

Mailing address (if different):

Street

City

State

Zip

If more than one Plaintiff, list next Plaintiff here:

Name: **USE THIS SPACE IF MORE THAN ONE PLAINTIFF** Phone: _____

Street address: _____

Street

City

State

Zip

Mailing address (if different):

Street

City

State

Zip

List the business you are suing as shown in the example below:

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

Name: **NAME OF OWNER OF BUSINESS DBA NAME OF BUSINESS** Phone: **PHONE # OF BUSINESS**

Street address: (If owner of the business is a corporation, LLC or LP, write "Serve" name of agent for service)

Street

City

State

Zip

Mailing address (if different): **ADDRESS OF BUSINESS OR ADDRESS OF AGENT FOR SERVICE**

Street

City

State

Zip

If more than one Defendant, list next Defendant here:

Name: **USE THIS SPACE IF SUING MORE THAN ONE PERSON/BUSINESS** Phone: _____

Street address: _____

Street

City

State

Zip

Mailing address (if different):

Street

City

State

Zip

Check here if more than 2 Defendants and attach Form SC-100A.

Check here if any Defendant is on active military duty, and write his or her name here: _____

3 The Plaintiff claims the Defendant owes \$ Amount owed to you. (Explain below):

a. Why does the Defendant owe the Plaintiff money?

EXPLAIN WHY THE DEFENDANT OWES YOU MONEY

b. When did this happen? (Date): **Date when action took place**

If no specific date, give the time period: Date started: **or range of dates** Through: _____

c. How did you calculate the money owed to you? (Do not include court costs or fees for service.)

EXPLAIN HOW YOU CALCULATION THE AMOUNT OF MONEY OWED TO YOU

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.

