

HOW TO FIND AN AGENT FOR SERVICE OF PROCESS FOR A CORPORATION, LLC OR LP

1) Go to www.sos.ca.gov

2) On Screen A: *Click* on “Business Entities”

3) On Screen B: *Click* on “Business Search”

4) On Screen C: If the business is a corporation, click on “Corporation Name”. If the business is an LLC or LP, click on “Limited Liability Company/Limited Partnership Name”. Type the name of the business in the search box. Then *click* “Search”

There are several possible results:

5) There is no result: you may wish to try searching with only part of the business’ name. If it still doesn’t show up, then the business may not be a corporation, LLC or LP. If you know the business is a corporation and cannot locate it on the website, contact the Small Claims Advisor at (408) 882-2100, Option #2 then #6, M-F 2:30-5:00pm.

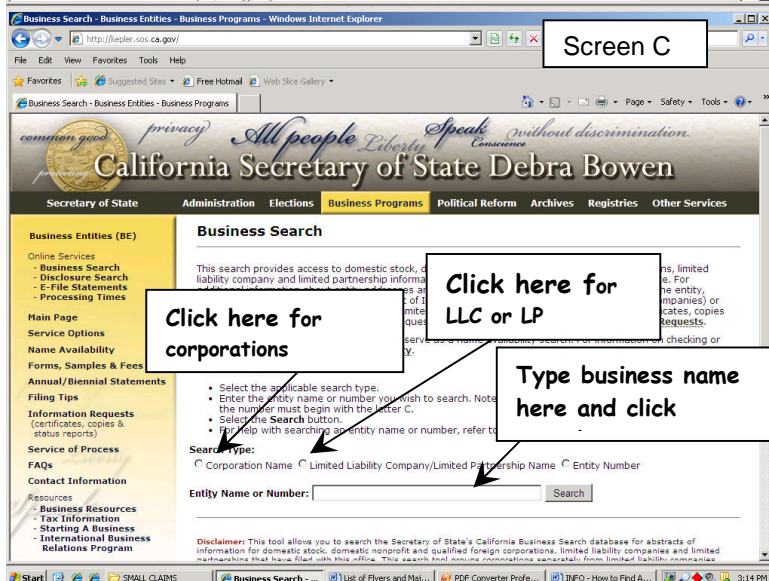
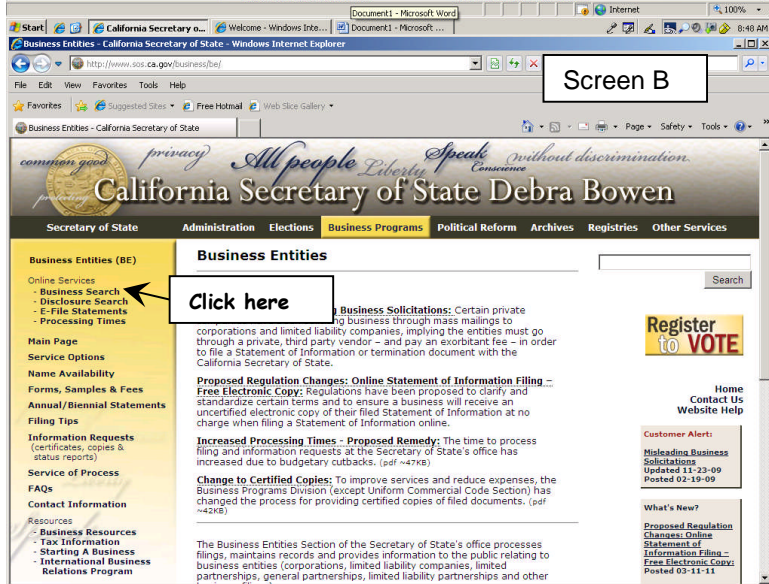
6) One record shows up. Click on it and you will see a screen with the company’s name and address. You will also see the words “Agent for Service of Process” and a name and address. This is where the claim has to be served.

7) More than one company shows up. You have to determine which one is the company you are suing. Then, click on the name to find the “Agent for Service of Process”. You can use the back button if you click on the wrong name.

8) The record indicates a status of “Suspended”. Contact the Secretary of State at (916) 657-5448.

If you need further assistance, you may contact the Small Claims Advisor at (408) 882-2100, option #2 then #6, M-F 2:30-5:00pm.

See reverse page for an example of how to fill out the Plaintiff’s Claim with this information.



Case Number:
LEAVE BLANK

Plaintiff (list names): YOUR NAME

1 The Plaintiff (the person, business, or public entity that is suing) is:
 Name: YOUR NAME 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 defendant corporation, LLC or LP as the example shows below:

2 The Defendant (the person, business, or public entity being sued) is:
 Name: NAME OF CORPORATION, LLC OR LP (eg. Doe Corporation) Phone: _____
 Street address: Serve: NAME OF AGENT FOR SERVICE (eg. John Doe, Agent for Service)
Street City State Zip
 Mailing address (if different): ADDRESS OF AGENT FOR SERVICE
Street City State Zip

If more than one Defendant, list next Defendant here:

Name: USE THIS SPACE IF MORE THAN ONE DEFENDANT 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?
Write a brief description of the reason the defendant owes you the amount of money you listed above.

b. When did this happen? (Date): Date action took place or
 If no specific date, give the time period: Date started: range of dates Through: _____

c. How did you calculate the money owed to you? (Do not include court costs or fees for service.)
A brief breakdown of how you calculated the amount listed above.

- 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.

