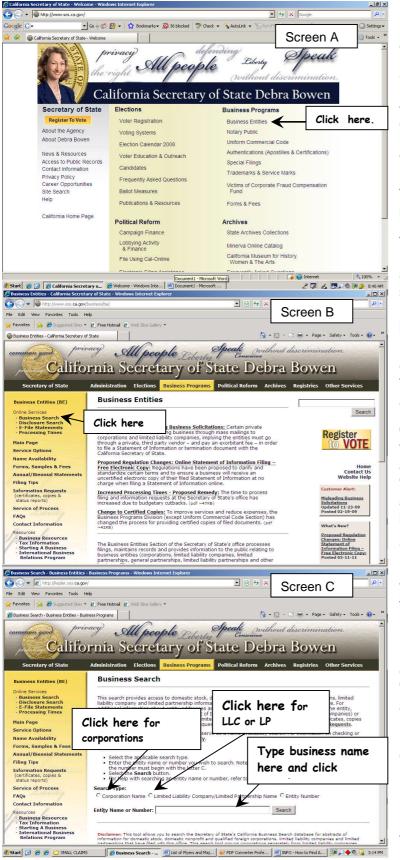
HOW TO FIND AN AGENT FOR SERVICE OF PROCESS FOR A CORPORATION, LLC OR LP



- 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.

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