

SERVICE OF PROCESS ON THE SECRETARY OF STATE FOR NON-RESIDENT CORPORATIONS WITH NO AGENT FOR SERVICE OF PROCESS IN CALIFORNIA

Every corporation doing business in California is required to appoint an agent within the state to accept service of process. Some corporations fail to comply with this requirement and the only way to effect service is to apply for an order to allow service upon the California Secretary of State.

The procedure is as follows:

Fill out the ***Plaintiff's Claim*** (form #SC-100) using the corporation's full name and address. Underneath the name and address write:

**Serve: Secretary of State
1500 Eleventh St., 3rd Floor, Room 390
Sacramento, CA 95814-5701**

Their office hours are Monday through Friday from 8:00am to 4:30pm.

Fill out the ***Request and Order to Serve the California Secretary of State*** (Local form #SC-8010) and submit it to the Small Claims clerk to secure the signature of the Commissioner.

Once the order is signed, it must be sent to the Sacramento County Sheriff (or other private process server) to be personally served upon the California Secretary of State. The Sheriff charges **\$60.00*** dollars to do the service because they charge \$30.00* to serve each document (i.e. Plaintiff's Claim and the order). The Sheriff's address is:

**Sacramento County Sheriff
Attn: Civil Division
3341 Power Inn Rd., #313
Sacramento, CA 95826
Phone: (916) 875-2665**

Be sure to send a short letter instructing the Sheriff to serve the *Plaintiff's Claim* and *Order* on the Secretary of State.

In addition to sending all of the above, a check in the amount of **\$55.00*** dollars payable to the **"California Secretary of State"** should be enclosed.

Once the California Secretary of State is served, it then serves the Secretary of State in the state where the corporation is located. Then the Secretary of State in the other state notifies the corporation that they have been served.

*****Note: All listed fees are subject to change. You should contact each agency to verify their current fee schedule.***