

Name, Address and Telephone Number of Party:	
Superior Court of California, County of San Francisco	
Plaintiff:	
Defendant:	
REQUEST FOR CERTIFIED MAIL (SMALL CLAIMS)	Case Number:

I am the Plaintiff Defendant in the above entitled action and hereby request that my claim be served via certified mail addressed as follows:

Party Name: _____

Agent for Service (if applicable) _____

Party or Agent for Service Address _____

City, State, and Zip Code _____

Note:

The clerk will attempt to serve your claim by certified mail, return receipt requested, restricted delivery (to be signed by the addressee only) for a \$15.00 fee for each party served. THIS SERVICE IS NOT GUARANTEED TO BE RELIABLE. THERE IS NO REFUND IF THE PARTY IS NOT SERVED.

THE COURT WILL NOT NOTIFY YOU AS TO WHETHER OR NOT THE CLAIM HAS BEEN SERVED. You may call the Small Claims Office, or visit the court's website at sfsuperiorcourt.org to learn if the party has been served.

Date: _____

Print Name: _____

Signature: _____

INSTRUCTIONS: HOW TO PROPERLY ADDRESS THE REQUEST FOR CERTIFIED MAIL

To effect service upon the defendant, the return receipt mail must name and identify the proper person to be served. The proper person to be served varies with the legal entity of the defendant. The four categories of legal entities appearing below, (i.e. individuals, sole proprietorships, partnerships and corporations), comprise the vast majority of parties to small claims actions. Before completing this form, examine the appropriate section below to determine to whom the mail should be addressed.

1. Defendant is an INDIVIDUAL: The return receipt mail must be addressed to that individual and the receipt signed by that individual and no other.

For Example:

(at home address)	(at work address)
Name: John Doe	Name: John Doe
Street: 500 Washington Street	Title: in care of
City & Zip: San Francisco, CA 94131	Company: Plastics Manufacturing Inc.
	Street: 750 10 th Street
	City & ZIP: Oakland, CA 94610

2. Defendant is a SOLE PROPRIETORSHIP: John Doe IND & DBA John's Towing Service. The mail must be addressed to the proprietor (owner) and the receipt must be signed by the proprietor and no other person.

For Example:

Name: John Doe
Title: owner & individual
Company: John's Towing Service
Street: 600 Brannan Street
City & Zip: San Francisco, CA 94103

3. Defendant is a PARTNERSHIP: AZY Cleaners, a partnership consisting of John Doe & Mary Doe and each individually. To serve the partnership and each partner as individuals, a separate letter must be addressed to each partner.

For Example:

Name: John Doe	Name: Mary Doe
Title: partner & individual	Title: partner & individual
Company: AZY Cleaners	Company: AZY Cleaners
Street: 500 Geary Blvd.	Street: 500 Geary Blvd.
City & Zip: San Francisco, CA 94118	City & Zip: San Francisco, CA 94118

In the above example, if only one of the partners signs the return receipt, the partnership and the partner who signed the receipt would be deemed served. The other partner as an individual would not have been deemed served. To serve only the partnership and not the partners as individuals; the return receipt mail must be addressed to: one of the partners, the general manager (not the same as manager), or the designated agent for service of process. The mail must name the person and their title and the return receipt must be signed by that person and no other.

Note: Most partnerships have neither a general manager nor an agent for service of process other than the partners themselves.

4. Defendant is a CORPORATION: Jones Oil Co., Inc. The return receipt mail must be addressed to and the receipt signed by one of the following: president; vice-president; general manager (not the same as manager); secretary or assistant secretary; treasurer or assistant treasurer; or a person authorized by the corporation to receive service of process.

Note: The return receipt mail must contain the name and title of the person, and the receipt must be signed by the person it is addressed to and no other.

For Example:

Name: Mary Jones	Name: John Doe	Name: C.T. Corporation
Title: President	Title: authorized agent for receipt of process for	Title: authorized agent for receipt of process for
Company: Jones Oil Co., Inc.	Company: Jones Oil Co., Inc.	Company: Jones Oil Co., Inc.
Street: 100 Windfall Way	Street: 600 Montgomery Street	Street: 700 So. Flower Street, Suite 1010
City & Zip: Richmond, CA 94712	City & Zip: San Francisco, CA 94118	City & Zip: Los Angeles, CA 90017

Note: In the second and third examples the mail is sent to the agent's address not the address of the defendant. In the third example, if a corporation has authorized a second corporation for receiving service of process, the person at the agent corporation may sign the receipt.