

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY AND ZIP CODE: E-MAIL ADDRESS: ATTORNEY FOR (NAME):	STATE BAR:
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO SMALL CLAIMS DIVISION 400 MCALLISTER ST., RM. 103 SAN FRANCISCO, CA 94102-4512	
PLAINTIFF/PETITIONER:	
DEFENDANT/RESPONDENT:	
REQUEST FOR CERTIFIED MAIL (SMALL CLAIMS)	CASE NUMBER: CSM -

I am the Plaintiff Defendant in the above titled 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 make an attempt to serve your claim by Certified Mail, with Return Receipt Requested and Restricted Delivery (**requiring the signature of the addressee only**), at a cost of \$15.00 per party served. Please be advised that the Fee Waiver **DOES NOT** exempt payment of the Certified Mail fee. ***This method of service is NOT guaranteed, and NO refunds will be issued if service is unsuccessful.***

The Court will **NOT** provide notification regarding whether the claim has been served. To verify service status, you may contact the Small Claims Office or visit the Court's website at <https://www.sfsuperiorcourt.org>.

Date

Signature

Printed Name

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), include 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.

*Example***(Home Address)**

Name: **John Doe**
Street: **500 Washington Street**
City & Zip: **San Francisco, CA 94131**

(Work Address)

Name: **John Doe**
Title: **In care of**
Company: **Plastics Manufacturing Inc.**
Street: **750 10th 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.

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.

Example

Name: **John Doe**
Title: **Partner & Individual**
Company: **AZY Cleaners**
Street: **500 Geary Blvd.**
City & Zip: **San Francisco CA 94118**

Name: **Mary Doe**
Title: **Partner & Individual**
Company: **AZY Cleaners**
Street: **500 Geary Blvd.**
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.

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 St.	Street: 700 So. Flower St.,
City & Zip: SF, CA 94118	City & Zip: LA, CA 90017	Suite 1010
		City & Zip: LA, 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.