

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

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 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 <https://www.sfsuperiorcourt.org> to learn if the party has been served.

Date: _____

Signature _____

Printed Name: _____

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.

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**
Title: **President**
Company: **Jones Oil Co., Inc.**
Street: **100 Windfall Way**
City & Zip: **San Francisco, CA 94118**

Name: **John Doe**
Title: **Authorized agent for receipt of process for**
Company: **Jones Oil Co., Inc.**
Street: **600 Montgomery Street**
City & Zip: **Los Angeles, CA 90017**

Name: **C.T. Corporation**
Title: **Authorized agent for receipt of process for**
Company: **Jones Oil Co., Inc.**
Street: **700 So. Flower Street, Suite 1010**
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.