

San Mateo County Sheriff's Office Civil Bureau

400 County Center, Redwood City, CA 94063 650-363-4497

RECEIVED – For Office Use Only

Date: _____ Time: _____ Initials: _____
 window mail check waiver other _____

Small Claims Service Instructions

Provide three complete copies of the papers you want served.

GENERAL INFORMATION

The Sheriff only serves papers Monday - Friday during normal business hours. We will attempt to serve your papers at the address you provide, but we cannot guarantee we will be successful. We do not provide RUSH service. **Generally, anyone over the age of 18 and not a party to the action may serve papers.** If the time for service is short or if your party is evading service, you may wish to consider other options for service. **Your papers will be returned if:** we receive the papers with less than 7 working days left to attempt service - the chart below is a guide; if the information required on the papers is missing or incomplete or, if your letter of instruction is insufficient. If you need to make changes or corrections to papers that were issued by the court, a court clerk must initial those changes. The Sheriff will not act upon papers if the court clerk's initials are missing.

Papers were refused. By: _____ Date: _____ Reason: _____

1. **To the Sheriff of San Mateo County**, you are instructed to serve the Small Claims Papers as indicated below.

DAYS TO SERVE BEFORE COURT DATE

Papers	Personal Service	Substitute Service	Code Section
<input type="checkbox"/> SC-100, Small Claims - Plaintiff Claim	15 days	25 days	CCP 116.340
<input type="checkbox"/> SC-120, Small Claims - Defendant Claim	5 days	15 days	CCP 116.360
<input type="checkbox"/> SC-134, Application & Order for Examination	10 days	not allowed	CCP 116.820, 116.830
<input type="checkbox"/> AT-138/EJ-125, Application & Order for Examination	10 days	not allowed	CCP 491.110, 708.110, 708.120
<input type="checkbox"/> Other: _____			

List the name or form number of every document you want served. _____

2. **WHAT IS THE COURT DATE? (REQUIRED)** _____

3. **Who are you serving?** Person Business Public Entity. **CHECK ONE**

Substitute Service: Yes No

Complete a separate sheet for each party.

a. If you are serving a **Person**, write the person's name below exactly as it appears on your papers:

b. If you are serving a **Business** or **Entity**, write the name of the business or entity exactly as it appears on your papers; write the name of the person authorized for service, and that person's job title:

Business or Agency Name _____ Person Authorized for Service _____ Job Title _____

To serve a Person, you must list the exact name of the person you are suing exactly as it appears on your papers.

To serve a Business, you must serve one of the following people: (SC-104C explains how to serve a Business or Public Entity.)

- Owner (for a sole proprietorship) • Partner (for a partnership) or general manager (for a limited partnership)
- Any officer or general manager (corporation or association) • Any person authorized for service with the Secretary of State (corporation, association, limited liability company (LLC), limited liability partnership (LLP), limited partnership.

To serve a Public Entity, you must first file a claim with that entity, then serve one of the following people:

- Clerk (of a city or county) • Chief Officer or Director (of a public agency) • Any person authorized for service by the entity.

4. **What is the address for service?** Provide the best address for daytime service.

Address: _____ Home Work Other _____

Alternate Address: _____ Home Work Other _____

5. **Safety Hazards.** List any safety hazards associated with serving this party: _____

6. **Your Information.** We will mail the Original Proof of Service to you at this address for you to file with the court.

Your Name: _____ Phone: _____

Your address: _____

I authorize the Sheriff to serve the attached process in the manner prescribed by law, including substitute service, if applicable.

Signature: _____ Date: _____

NOTE: Papers are served in the order received. We do not promise to serve on specific dates or times.

SH CIV-207 (07/12)