

- This form is attached to Form SC-104. Use this form ONLY if you mailed the documents in ① and someone else personally gave them to the person, business, or public entity served.

**Notice to Server**

You must:

- Be at least 18 and **not listed in this lawsuit.**
- Fill out ①–⑥ of this form and attach it to Form SC-104.

**① Documents served by mail:**

- a.  SC-100, *Plaintiff's Claim and ORDER to Go to Small Claims Court*
- b.  SC-120, *Defendant's Claim and ORDER to Go to Small Claims Court*
- c.  Other (*specify*): \_\_\_\_\_

**② Name and address of the person, business, or public entity served:**

- a. If you served a **person**, write the person's name and address below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

- b. If you served a **business or public entity**, write the name and address of the business or public entity, the person authorized for service, and that person's job title:

Business or Public Entity Name Person Authorized for Service Job Title

Address: \_\_\_\_\_  
Street City State Zip

- ③** I put copies of the documents listed in ① above in an envelope, sealed the envelope, and put first-class prepaid postage on it. I addressed the envelope to the person, business, or public entity listed in ② and mailed the envelope by leaving it at (*check one*):

- a.  A U.S. Postal Service mail drop *or*
- b.  An office or business mail drop where I know the mail is picked up every day and deposited with the U.S. Postal Service.


- ④** I mailed the envelope:

a. On (*date*): \_\_\_\_\_ b. From (*city, state*): \_\_\_\_\_

- ⑤** My address is: \_\_\_\_\_

- ⑥** I declare, under penalty of perjury under California State law, that the information above is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Type or print server's name*

 \_\_\_\_\_  
*Server signs here after mailing*