



## Federal *Pro Se* Clinic

### CENTRAL DISTRICT OF CALIFORNIA: WESTERN DIVISION

### ▣ Serving a Corporation, Partnership, or Association ▣

If you are a plaintiff and you have filed a Complaint, you must arrange for delivery of a copy of the Summons and Complaint to each defendant in your case. This is called “service of process.” However, a plaintiff cannot serve the Summons and Complaint. The person who serves the Summons and Complaint (the “server”) must be **at least 18 years old** and **not a party to the lawsuit**. To serve a defendant that is a corporation, partnership, or association in the U.S., your server must do **one** of the following:

**1. Hand deliver the Summons and Complaint to a corporate representative.**

The president or CEO of a company, a partner of a partnership, or an agent for service of process all qualify as a corporate representative who can accept service of process. For any California business, the agent for service of process can be found on the Secretary of State’s website at

ht  [bizfileonline.sos.ca.gov/](http://bizfileonline.sos.ca.gov/).

Or

**2. Hand deliver the Summons and Complaint to a person in charge at the corporate representative’s place of business.** Your server may leave the Summons and Complaint at the corporate representative’s **usual place of business** with somebody in charge who is at least 18 years old. At that time, your server must tell the person that the papers are a Summons and Complaint for the corporation, partnership, or association. The server must then mail a second copy of the Summons and Complaint to the defendant-corporation, partnership, or association at the address where the papers were left.

Or

**3. If no corporate representative is located in California, but one is located somewhere within the U.S.,** your server may mail the Summons and Complaint to the corporate representative by *certified mail, return receipt requested*. The mailing should be addressed by name to the president, officer, managing agent, or agent authorized for service of process. If your server chooses this option, you must attach the signed return receipt to the proof of service.

*Because serving the Summons and Complaint can be complicated, please  
read Rule 4 of the Federal Rules of Civil Procedure and consider **consulting an attorney**.*

#### DON’T FORGET!

*You must file **a proof of service form** signed by the server (see attached form) so the court knows that you served the right defendant.*

1 \_\_\_\_\_ (Plaintiff's Full Name)

2 \_\_\_\_\_ (Email Address)

3 \_\_\_\_\_ (Address Line 1)

4 \_\_\_\_\_ (Address Line 2)

5 \_\_\_\_\_ (Phone Number)

6 Plaintiff in Pro Per

7  
8  
9 **UNITED STATES DISTRICT COURT**  
10 **CENTRAL DISTRICT OF CALIFORNIA**  
11

12 \_\_\_\_\_,

13 Plaintiff,

14 vs.

15 \_\_\_\_\_

16 \_\_\_\_\_

17 \_\_\_\_\_

18 \_\_\_\_\_,

19 Defendant(s).  
20

Case No.: \_\_\_\_\_

**PROOF OF SERVICE ON A  
CORPORATION, PARTNERSHIP,  
OR ASSOCIATION**

21  
22 I, \_\_\_\_\_, declare as follows:  
(name of server)

23 1. At the time of service I was at least 18 years of age and **not a party to this**  
24 **lawsuit.**

25  
26 2. I served copies of the summons, complaint, and certificate and notice of  
27 interested parties (hereinafter referred to as "copies").

28 ///

3. I served the defendant \_\_\_\_\_.  
(name of Corporation, Partnership, or Association)

4. I served the papers by: **(check only one)**

a. ☐ **Personal Service** in compliance with the Federal Rules of Civil Procedure. I personally delivered copies to a representative of the corporation, partnership, or association named in ¶ 3:

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

Position: \_\_\_\_\_

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

Address: \_\_\_\_\_ (street)  
\_\_\_\_\_ (city, state, zip code)

b. ☐ **Substitute Service at a Representative's Place of Business** in compliance with the California Code of Civil Procedure. I personally delivered copies to a person apparently in charge of the office or place of business who was at least 18 years of age and informed him or her of the general nature of the papers. I left the copies with:

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

Position: \_\_\_\_\_

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

Address: \_\_\_\_\_ (street)  
\_\_\_\_\_ (city, state, zip code)

I also mailed copies to the office or place of business addressed to the defendant on \_\_\_\_\_.  
(date)

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c. ☐ **Mail Service on a Corporation, Partnership, or Association located outside California** in compliance with the California Code of Civil Procedure. I mailed copies to the corporation, partnership, or association, via certified or registered mail to:

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

Position: \_\_\_\_\_

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

Address: \_\_\_\_\_ (street)

\_\_\_\_\_ (city, state, zip code)

A copy of the signed return receipt is attached.

5. My name, address, and telephone number are:

\_\_\_\_\_ (Full Name)

\_\_\_\_\_ (Address Line 1)

\_\_\_\_\_ (Address Line 2)

\_\_\_\_\_ (Phone Number)

6. I am not a registered California process server.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_.  
(date) (place of signing)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Name)