

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF YUBA
215 5TH STREET, SUITE 200, MARYSVILLE, CA 95901
(530) 740-1800**

SMALL CLAIMS INFORMATION SHEET – SERVICE OF PROCESS

- ✓ The plaintiff is responsible for having a copy of the Plaintiff's Claim served on the defendant. Likewise, any defendant who files a Defendant's Claim is responsible for having a copy of the Defendant's Claim served on the plaintiff.
- ✓ A small claims party (plaintiff or defendant) cannot serve his/her own claim. Service must be done by a person who is at least 18 years of age and not a party to the case. The proof of service must be signed by the person who served the claim. **WARNING: Falsifying this form can be a felony, punishable by imprisonment in state prison (Penal Code §§ 118, 126.)**
- ✓ The completed proof of service (with an original signature) must be filed with the Court at least **five days before the hearing date**.
- ✓ A separate proof of service is required for each person or business served.
- ✓ A party must prove proper service of the defendant to the satisfaction of the Court before the case is heard in court. This is done by filing a properly completed proof of service for **each** defendant.

*IF THE PROOF OF SERVICE FORM IS **INCOMPLETE**, THE SERVICE MAY BE RULED DEFECTIVE.*

INSTRUCTIONS FOR COMPLETING THE SMALL CLAIMS PROOF OF SERVICE FORM

- (A) If the proof of service is for Plaintiff's Claim, enter the name, address, and telephone number of the plaintiff. If it is for a Defendant's Claim, enter the name, address, and telephone number of the defendant.
- (B) Enter the name of the judicial district where the case was filed, i.e., Yuba County Superior Court.
- (C) Enter the name of the plaintiff as shown on the claim form.
- (D) Enter the name of the defendant as shown on the claim form.
- (E) Enter the date, time, and department of the hearing.
- (F) Enter the case number as shown on the claim form.
- (G) Check the box that corresponds to the name of the document served.
- (H) Enter the name of the party served exactly as it appears on the claim form.
- (I) Identify the person served. If the person served is the person listed in section 2a, mark the "party in item 2a" box. If the person served is not the party listed in section 2a, check the "other" box and then enter the name of the person served and his or her relationship to the party served.
- (J) Check the box indicating place of delivery of the claim.
- (K) Enter the date of delivery of the claim.
- (L) Enter the time of delivery of the claim.
- (M) Enter the complete address where document was served.
- (N) Indicate the manner of service by checking box 4a, 4b, or 4c.
- (O) If box 4b or 4c was checked for substituted service, a copy of the claim must also be mailed to the party being served. Enter the date of mailing and the city and state mailed from.
- (P) Enter the name, address, and telephone number of the person who served the claim.
- (Q) Enter the fee for service, if any.
- (R) Check the box that reflects the status of the server. In most cases, check the box next to "Not a registered California process server."
- (S) Enter the date the form is signed.
- (T) Enter the name of the server.
- (U) The server must sign the form here. The proof of service filed with the Court must have the original signature of the server.

For online forms and information, please visit the Yuba County Superior Court website: www.yubacourts.org. There are also online forms and information available at www.courtinfo.ca.gov/selfhelp/smallclaims.