

Use this form to serve a **person, business, or a public entity**. To learn more about proof of service, read *What is "Proof of Service"?*, Form SC-104B. To learn more about how to serve a business or entity, read *How to Serve a Business or Public Entity*, Form SC-104C.

To serve a **business**, you must serve **one** of the following people:

- Owner (for a sole proprietorship)
- Partner (for a partnership) or general partner (for a limited partnership)
- Any officer or general manager (corporation or association)
- Any person authorized for service by the business (corporation, association, general partnership, limited partnership)
- 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
- ① a. If you are serving a **person**, write the person's name below:

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

MEADOWVIEW HOA 31

Business or Agency Name

WILLOW JONES, Paralegal for FIRST SERVICE  
AGENT CORPORATION / REGISTERED AGENT

Person Authorized for Service

Job Title

**② Instructions to Server:**

You must be at least 18 years old and **not be named in this case**. Follow these steps:

- Give a copy of all the documents checked in ③ to the person in ①, **or**
  - Give a copy of all the documents checked in ③ to one of the following people:
    - a. A competent adult (at least 18) living with, and at the home of the person in ①, **or**
    - b. An adult (at least 18) who seems to be in charge at the usual workplace of the person in ①, **or**
    - c. An adult (at least 18) who seems to be in charge where the person in ① usually receives mail, (but not a U.S. Post Office box), if there is no known physical address for the person in ①.
- and mail a copy of the documents left with one of the adults in a, b, or c above to the person in ①.*

THEN,


- Complete and sign this form, and
- Give or mail your completed form to the person who asked you to serve these court papers **in time for the form to be filed with the court at least 5 days before the hearing.**

FEB 24 2022

Clerk stamps date here when form is filed.

**FILED**  
SUPERIOR COURT OF CALIFORNIA  
COUNTY OF RIVERSIDE

FEB 24 2022

  
**J. PRENDERGAST**

Superior Court of California  
Riverside County, California  
Murrieta  
30755-D Auld Road, Suite 1226  
Murrieta, California 92563

**Case Number:**  
SCSW2200137

**Case Name:**  
SUMMERS vs. MEADOWVIEW  
HOA #1, et al

**Hearing Date:** 3/16/2022

<b>Time:</b> 8:00 am	<b>Dept:</b> S101
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MAR 08 2022

Case Number:

SCSW2200137

Case name: SUMMERS vs. MEADOWVIEW HOA #1, et al

**3 I served the person in 1 a copy of the documents checked below:**

- 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.  Order for examination, (This form must be personally served. Check the form that was served):

Note: The court can issue a civil arrest warrant if the served party does not come to court **only** if the order for examination was personally served by a registered process server, sheriff, marshal, or someone appointed by the court.

- (1)  SC-134, Application and Order to Produce Statement of Assets and to Appear for Examination
- (2)  AT-138/EJ-125, Application and Order for Appearance and Examination
- d.  Other, (specify): A Other Plaintiff's form; Declaration of Plaintiff: Daniel Summers

**4 Fill out "a" or "b" below:**

- a.  **Personal Service:** I personally gave copies of the documents checked in 3 to the person in 1:

On (date): 02/17/2022 At (time): 2:45 PM

At this address: 15241 LAGUNA CANYON RAOD

City: IRVINE State: CA Zip: 92618-3152

- b.  **Substituted Service:** I personally gave copies of the documents checked in 3 (a, b, d) to (check one):

- A competent adult (at least 18) at the **home** of, and living with the person in 1, or
- An adult who seems to be in charge where the person in 1 usually **works**, or
- An adult who seems to be in charge where the person in 1 usually **receives mail**, or has a private post office box (not a U.S. Post Office box), if there is no known physical address for the person in 1.

I told that adult, "Please give these court papers to (name of person in 1)."

I did this on (date): \_\_\_\_\_ At (time): \_\_\_\_\_

At this address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name or description of the person I gave the papers to: \_\_\_\_\_

After serving the court papers, I put copies of the documents listed in 3 in an envelope, sealed the envelope, and put first-class prepaid postage on it. I addressed the envelope to the person in 1 at the address where I left the copies.

I mailed the envelope on (date): \_\_\_\_\_ from (city, state): \_\_\_\_\_

by leaving it (check one):

- a.  At a U.S. Postal Service mail drop, or
- b.  At an office or business mail drop where I know the mail is picked up every day and deposited with the U.S. Postal Service, or
- c.  With someone else I asked to mail the documents to the person in 1 and I have attached that person's completed Form SC-104A

**5 Server's Information**

Case Number:

SCSW2200137

Case name: SUMMERS vs. MEADOWVIEW HOA #1, et al

Name: Richard Steiber

Phone: (949) 295-8028

Address: 14271 Jeffrey Road, #308

City: Irvine

State: CA

Zip: 92620

Fee for service: \$ 60.00

County of registration: Orange

Registration Number: 1852

⑥ I declare under penalty of perjury under California state law that I am at least 18 years old and not named in this case and that the information above is true and correct.

Date: 2/18/2022

Richard Steiber

*Type or print server's name*

▶   
*Server signs here after serving*