



Judicial Council of California

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INVITATION TO COMMENT

SPR26-08

Title

Civil Practice and Procedure: Rules and Forms to Implement Changes in Law Regarding Civil Summons

Proposed Rules, Forms, Standards, or Statutes

Amend Cal. Rules of Court, rules 3.1150, 3.1160, and 3.1372; adopt forms CH-205/EA-205 and POS-060; approve form POS-012; revise forms CIV-050, CIV-100, CIV-105, EJ-110, EJ-115, NC-121, NC-221/NC-321/NC-521, POS-010, SC-104, SC-104A, and SC-104B; revise and renumber forms CH-117 and CH-205-INFO

Proposed by

Civil and Small Claims Advisory Committee
Hon. Samantha P. Jessner, Chair

Action Requested

Review and submit comments by May 18, 2026, to invitations@jud.ca.gov

Proposed Effective Date

January 1, 2027

Contact

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Executive Summary and Origin

Assembly Bill 747 (Stats. 2025, ch. 563) and Senate Bill 85 (Stats. 2025, ch. 403) make numerous changes to the laws regarding service and proof of service of summons in civil actions. The Civil and Small Claims Advisory Committee proposes amending 3 rules, adopting 2 mandatory forms, approving 1 optional form, and revising 13 forms to implement AB 747 and SB 85. The committee also proposes changes to these rules and forms to improve clarity and readability.

Background

[Assembly Bill 747](#) (see Link A) and [Senate Bill 85](#) (see Link B) make numerous changes to the laws regarding service and proof of service of summons in civil actions. The provisions in both bills that require rule and form changes are summarized below.

This proposal has not been approved by the Judicial Council and is not intended to represent the views of the council, its Rules Committee, or its Legislation Committee. It is circulated for comment purposes only.

AB 747 and SB 85 require changes to rules and forms related to civil actions, small claims cases, family and juvenile proceedings, and probate and mental health proceedings. As a result, the Family and Juvenile Law Advisory Committee and the Probate and Mental Health Advisory Committee are also proposing rule and form revisions to implement these changes in law.¹

Assembly Bill 747

AB 747 will, starting January 1, 2027, change the legal requirements for substituted service of summons, proof of service of summons, service of unlawful detainer summons by posting and mailing, and default judgment.²

Substituted service

Code of Civil Procedure section 415.20 governs substituted service, which is performed by giving a copy of the summons and complaint to a person other than the party at the party's residence (if the party is not a business) or place of business and then mailing a copy of the summons and complaint to the party. Under section 415.20(a), substituted service is always allowed for corporations and certain other entities. If the party is not a corporation or other entity covered by section 415.20(a), substituted service is allowed under section 415.20(b) if personal service cannot be effected "with reasonable diligence."

AB 747 adds language to section 415.20(b) to state that a party shows reasonable diligence by "attempting personal delivery of the summons and complaint, in good faith, on at least three occasions on three different days at three different times." If the action is to collect consumer debt, at least one of these attempts must be made at the person's "dwelling place or usual place of abode," if that location is known or could be determined with reasonable effort.

Additionally, AB 747 adds language to section 415.20 to specify methods that can be used to mail a copy of the summons and complaint to the party. The statute now refers to mailing "by United States Postal Service first-class mail, Priority Mail with tracking, or Certified Mail with return receipt requested, with postage prepaid" rather than "by first-class mail, postage prepaid."

Proof of service of summons

AB 747 amends Code of Civil Procedure section 417.10(a) to require proof of service by personal delivery or substituted service, or service of an unlawful detainer summons by posting and mailing, to include "one or more photographs of the site of each effected or attempted service of the summons and complaint." Each photo must contain "a readable stamp that establishes and automatically records the date, time, and global positioning system (GPS) or equivalent coordinates of the effected or attempted service" and the photos must be taken "as

¹ *Family Law: Rules and Forms to Implement Assembly Bill 747 and Senate Bill 85* (SPR26-21); *Probate Law and Procedure: Forms to Implement Assembly Bill 747* (SPR26-34) (both proposals are available at courts.ca.gov/policy-administration/invitations-comment).

² AB 747 also requires revisions to *Unlawful Detainer—Complaint* (form UD-100). The Civil and Small Claims Advisory Committee has proposed those revisions in a separate invitation to comment regarding unlawful detainer forms. (*Unlawful Detainer: Form Revisions to Implement Assembly Bills 246, 747, and 863* (SPR26-07), courts.ca.gov/policy-administration/invitations-comment.)

close as reasonably practicable to the time of effecting or attempting service.”³ If a GPS, mobile, or equivalent signal is not available when service is effected or attempted, the process server must provide “a detailed statement on or with the proof of service explaining the reason for the lack of a readable GPS or equivalent stamp on the photograph.”⁴

For service at residential locations and businesses, the photo must show the door of the residence or business or, if the door is not reasonably accessible, the entrance to the building (for residences) or the entrance of the specific office or other place of business of the person being served.⁵ A photo is not required if “in the reasonable judgment of the process server, taking a photograph would compromise the process server’s safety” and the server provides “a detailed statement explaining why taking a photograph would have compromised their safety.”⁶

Service of unlawful detainer summons by posting and mailing

Under Code of Civil Procedure section 415.45, an unlawful detainer summons may be served by posting and mailing if the court is satisfied that the party to be served cannot with reasonable diligence be served in any manner other than publication. AB 747 adds section 415.45(d)(1), which states that a party shows reasonable diligence by “attempting personal delivery of the summons and complaint, in good faith, on at least three occasions on three different days at three different times.” With certain exceptions, at least one of those attempts must be made at the person’s “dwelling place or usual place of abode,” if that location is known or could be determined with reasonable effort.

AB 747 also changes the requirements for proof of service under section 415.45. Currently, the proof of service must include the time and place of posting and the time and place that copies of the summons and complaint were mailed to the party to be served.⁷ Under AB 747, proof of service under section 415.45 must provide the same information as proof of personal service, substituted service, or service by mail and acknowledgment of receipt (including photographs of the service location, described above).⁸

Default judgment

AB 747 amends section 585(b) to clarify that the clerk cannot enter default unless there is proof of service of the summons. Prior to AB 747, section 585(b) required the defendant to have been served but did not state that there must be proof of service. This amendment conforms section 585(b) to section 585(a), which also requires proof of service of the summons before entry of default.

³ Code Civ. Proc., § 417.10(a)(1)(A), (a)(5).

⁴ *Id.* § 417.10(a)(1)(B).

⁵ *Id.*, § 417.10(a)(2).

⁶ *Id.*, § 417.10(a)(4).

⁷ *Id.*, § 417.10(e).

⁸ *Id.*, § 417.10(a).

Senate Bill 85

Effective January 1, 2026, SB 85 amended Code of Civil Procedure section 413.30 to allow a plaintiff who, despite exercising reasonable diligence, has been unable to effect service by any of the methods authorized by sections 413.10 through 417.40 to ask the court to permit service of the summons by a different method. Section 413.30 now allows the court to authorize service in any manner that is reasonably calculated to give actual notice to the party being served and identifies email and “other electronic technology” as possible service methods.⁹ A plaintiff seeking to establish reasonable diligence under section 413.30 must “set forth facts detailing all attempts to serve the defendant by each of the methods prescribed by statute, including facts demonstrating why each method was unsuccessful at every address or location where the defendant is likely to be found.”

The Proposal

The Civil and Small Claims Advisory Committee proposes amending 3 rules, adopting 2 mandatory forms, approving 1 optional form, and revising 13 forms to implement AB 747 and SB 85.

Rules 3.1150, 3.1160, and 3.1372

The committee proposes amending rules 3.1150, 3.1160, and 3.1372 in response to AB 747. The committee also proposes amending rule 3.1160 to implement SB 85.

Assembly Bill 747

The committee proposes amending rules 3.1150, 3.1160, and 3.1372 to state that they are not subject to the requirement to provide a photo of the location of service.

Rule 3.1150 was adopted in 1997 to “provide for an orderly procedure for obtaining a restraining order” and “ensure that due process is given before a TRO is granted.”¹⁰ Rule 3.1150(a) states that an order to show cause regarding a request for a preliminary injunction “must be served in the same manner as a summons and complaint.” This requirement exists only in the rule and not in the statutes regarding preliminary injunctions.

Rule 3.1160 applies to civil harassment, elder and dependent adult abuse, postsecondary school violence, retail crime, and workplace violence protective order proceedings. Rule 3.1160(c) generally requires the request for a protective order, notice of hearing, and any temporary restraining order in these proceedings to be served “in the manner provided by law for personal

⁹ Code of Civil Procedure section 413.30 does not apply to actions against governmental entities or to the entity’s agents or employees if they have been sued in an official or individual capacity.

¹⁰ Judicial Council of Cal., Advisory Com. Rep., *Rules on Form and Filing of Papers, Pleadings, Summary Judgment, Preliminary Injunctions and Bonds, and Ex Parte Applications and Orders* (May 5, 1997), pp. 19–20.

service of summons in civil actions.” The applicable statutes require these documents to be “personally served” but do not set other requirements for service.¹¹

Rule 3.1372 applies to petitions under Military and Veterans Code section 409.3 for temporary relief from financial obligations. Rule 3.1372(b) states that a petition under section 409.3 must be served “in the manner provided by law for service of summons in civil actions.” This requirement was included because the statute does not specify how the petition must be served.¹²

As a result of rules 3.1150(a), 3.1160(c), and 3.1372(b), proof of service forms for the documents covered by those rules must comply with Code of Civil Procedure section 417.10, which sets requirements for proof of service of summons. The committee therefore considered whether the photo requirement in amended section 417.10(a) for proof of service should apply to service of the documents covered by these rules.

The committee proposes amending rules 3.1150(a), 3.1160(c)(1), and 3.1372(b) to state: “the proof of service is not required to include the photographs that are described in Code of Civil Procedure section 417.10(a).” It is unlikely that the Legislature intended the photo requirement in AB 747 to apply to these proceedings because the applicable statutes do not require proofs of service in these proceedings to comply with section 417.10. Additionally, these rule provisions were adopted to provide a uniform interpretation of undefined statutory requirements for service and did not arise from specific concerns about improper service.¹³ Section 417.10(a), on the other hand, was amended to address default judgments resulting from fraudulent service, particularly in debt collection and unlawful detainer cases.¹⁴

The committee had additional concerns about requiring proofs of service in protective orders proceedings to include photos of the location of service. Protective order petitions and temporary restraining orders are often served either by the sheriff or by a friend or relative of the protected person. Requiring any of these servers to take a photo of the restrained person’s home or workplace could create safety concerns for the server or the restrained person.

¹¹ Code Civ. Proc., §§ 527.6(m)(1) (civil harassment), 527.8(n) (workplace violence), 527.85(m) (postsecondary school violence); Pen. Code, § 490.8(e)(3) (retail crime); Welf. & Inst. Code, § 15657.03(k)(1) (elder and dependent adult abuse).

¹² Judicial Council of Cal., Advisory Com. Rep., *Civil Procedure: Rules and Forms for Expedited Hearings on Petitions for Relief From Financial Obligations During Active Military Service* (Aug. 3, 2011), pp. 2–3 (referring to rule 3.1152, later renumbered rule 3.1160).

¹³ See, e.g., Judicial Council of Cal., Advisory Com. Rep., *Uniform Statewide Law and Motion Rules* (Oct. 17, 1983), pp. 1–2, 34–35 (recommending adoption of uniform statewide law and motion rules to replace courts’ local rules and adopting rule 363, later renumbered as rule 3.1160).

¹⁴ Senate Rules Com., Off. of Sen. Floor Analyses, 3d reading analysis of Assem. Bill No. 747 (2025–2026 Reg. Sess.), as amended Sept. 5, 2025, pp. 4–5, 7, [leginfo.legislature.ca.gov/faces/billAnalysisClient.xhtml?bill_id=202520260AB747#](https://leginfo.ca.gov/faces/billAnalysisClient.xhtml?bill_id=202520260AB747#).

Senate Bill 85

As discussed above, in civil harassment, elder and dependent adult abuse, postsecondary school violence, retail crime, and workplace violence protective order proceedings, the law requires the request for a protective order, notice of hearing, and any temporary restraining order to be personally served and rule 3.1160 requires this service to be effected in the same manner as service of a civil summons. In civil harassment proceedings, the court may allow the protected person to use an alternative service method if, after a diligent effort, personal service could not be accomplished and “there is reason to believe that the respondent is evading service or cannot be located.”¹⁵ Assembly Bill 561 (Stats. 2025, ch. 267) creates an identical procedure for elder and dependent adult abuse proceedings starting January 1, 2027.¹⁶

There are no statutes allowing for service by alternative methods in postsecondary school violence, retail crime, or workplace violence protective order proceedings. However, the amendments made to Code of Civil Procedure section 413.30 by Senate Bill 85 appear to apply to all civil protective orders. The analysis of SB 85 by the Assembly Committee on Judiciary cites Code of Civil Procedure section 527.6(m)(2) as “a direct antecedent to SB 85” and states that “SB 85 generalizes the same structure and constitutional framework established in Section 527.6(m)(2), but applies it more broadly to all civil actions—not just civil harassment cases.”¹⁷

The committee therefore proposes amending rule 3.1160(c) to state that the court may order alternative service under section 413.30 in all the protective order proceedings to which the rule applies. The committee also proposes amending the rule’s existing language regarding alternative service in civil harassment proceedings to cross-reference the applicable statute rather than restating its requirements and to state that alternative service is permitted in elder and dependent adult abuse proceedings under the statute created by AB 561.

Forms CH-117/EA-117, CH-205/EA-205, CH-205-INFO/EA-205-INFO, and POS-060

To implement SB 85, the committee proposes revising and renumbering forms CH-117 and CH-205-INFO, adopting mandatory form CH-205/EA-205, and approving optional form POS-060. Additionally, the committee proposes revising form CH-205-INFO to implement AB 747’s amendment to the statute regarding substituted service.

Form CH-117/EA-117

Order Granting Alternative Service (form CH-117) implements Code of Civil Procedure section 527.6(m) and is used to order alternative service in civil harassment proceedings. The committee proposes revising the form to apply to elder and dependent adult abuse proceedings to implement Welfare and Institutions Code section 15657.03(k), created by AB 561, because section 527.6(m) and section 15657.03(k) have identical requirements. Additionally, the committee proposes

¹⁵ Code Civ. Proc., § 527.6(m)(2).

¹⁶ Welf. & Inst. Code, § 15657.03(k)(2). The Civil and Small Claims Advisory Committee has proposed form revisions to implement AB 561 in a separate invitation to comment. (*Protective Orders: Rules and Forms to Implement AB 561* (SPR26-37), courts.ca.gov/policy-administration/invitations-comment).

¹⁷ Assem. Com. on Judiciary, Analysis of Sen. Bill 85 (2025–2026 Reg. Sess.), as amended Apr. 8, 2025, p. 5.

revising the form to allow the court to order alternative service under Code of Civil Procedure section 413.30.

Specifically, the committee proposes the following:

- Renumbering the form as CH-117/EA-117.
- Revising the form to be a standalone form rather than an attachment to form CH-116 by adding the names of the parties (items 1 and 2), moving the findings to the beginning of the form (item 3), adding options to deny the request or decide it at a hearing, and adding a signature line for the judicial officer.¹⁸
- Replacing existing item 1(a), which sets the deadline for service, with separate deadline fields for each type of service listed on the form. This revision reflects that the appropriate service deadline may vary depending on the type of service.
- Revising the findings (item 3) to reflect that the findings for section 413.30 are different than those for section 527.6(m) and section 15657.03(k).
- Revising the list of papers to be served (item 4) to add the applicable EA (elder and dependent abuse) forms.
- Revising the list of service methods (item 5) to include email or other electronic technology.
- Revising the list of methods for providing proof of service (item 6) to include *Proof of Alternative Service—Restraining Order* (form POS-060), which would be created as part of this proposal.

Item 5b, regarding service by email or other electronic technology, includes just two options: email or “other electronic technology.” The committee considered providing options for specific forms of electronic service, such as text messages and social media, but was concerned that the form would not adequately address the information and conditions necessary to successfully serve a restraining order using these methods. The committee decided that judicial officers should have the discretion to set the specific conditions for electronic service depending on the information provided by the petitioner and the specific circumstances of the case. The committee was also concerned that including methods that are not explicitly listed in the statute might imply that they are appropriate in all circumstances. Providing an option for “other electronic technology” more broadly might help emphasize that the appropriateness of any electronic service method must be assessed on a case-by-case basis.

¹⁸ The committee also proposes revising item 6a(4) on form CH-116 to update the cross-reference to form CH-117 by changing the form number to CH-117/EA-117 and deleting the word “attached.” This revision is included in the committee’s proposal to implement AB 561.

The committee requests specific comments on whether item 5b contains all the necessary information for ordering service by email or other electronic technology and whether it should include options for other forms of electronic service. The committee notes that the Family and Juvenile Law Advisory Committee has included options for specific forms of electronic service in its proposal for form DV-117, the equivalent of form CH-117/EA-117 for domestic violence restraining orders.¹⁹

The committee also notes that amended section 413.30 applies if a plaintiff “has been unable to effect service of the summons by *any* of the methods authorized under this chapter” (emphasis added), and it is unclear whether this phrase means that the plaintiff must have attempted service by every other potentially applicable method set forth in Code of Civil Procedure sections 413.10 through 417.40 before moving for alternative service under section 413.30. If this were the correct reading, then it would mean that a plaintiff must attempt service by publication before making a motion under section 413.30 because service by publication is one of the “methods authorized under this chapter.” The committee determined that it is more likely that “any of the methods” does not include service by publication because section 413.30(a)(2) refers to “an address or location where the defendant is likely to be found” when defining what it means to establish that the plaintiff has exercised reasonable diligence, and because service by publication is not authorized unless the court has granted a motion to authorize it. Thus, for purposes of this proposal, the committee has assumed that section 413.30 allows the court to order service by email or other electronic technology even if service by publication has not been attempted.

Form CH-205/EA-205

The committee proposes adopting *Request for Alternative Service* (form CH-205/EA-205) to allow petitioners in civil harassment and elder and dependent adult abuse proceedings to ask permission to serve by alternative means under Code of Civil Procedure sections 413.30 and 527.6(m) and Welfare and Institutions Code section 15657.03(k). Although parties may currently request alternative service under section 527.6(m), there is no form for doing so. The committee determined that creating a form might help petitioners understand the statutory requirements and provide sufficient facts to support their requests. In particular, the committee determined that it would be helpful to the court to receive written information regarding proposed electronic service methods and the reasons the petitioner believes electronic service will be successful. The committee considered that creating an application form might lead to premature or inappropriate requests to serve using alternative methods, even if the forms include instructions and warnings, but determined that the benefits of creating the form outweighed the risks.

Form CH-205-INFO/EA-205-INFO

Currently, *What if the Person I Want Protection From is Avoiding (Evading) Service and Cannot Be Located?* (form CH-205-INFO) provides information about asking for alternative service of a civil harassment petition under Code of Civil Procedure section 527.6(m). The committee

¹⁹ *Family Law: Rules and Forms to Implement Assembly Bill 747 and Senate Bill 85* (SPR26-21), courts.ca.gov/policy-administration/invitations-comment.

proposes revising the form to provide information for alternative service requests under Welfare and Institutions Code section 15657.03(k) in elder and dependent abuse proceedings and for alternative service under Code of Civil Procedure section 413.30.

Specifically, the committee proposes the following:

- Renumbering the form as CH-205-INFO/EA-205-INFO and adding information about elder and dependent adult abuse restraining orders where applicable.
- Changing the form name from *What if the Person I Want Protection From is Evading (Avoiding) Service or Cannot Be Located?* to *What if I Am Unable to Have the Person I Want Protection From Personally Served?* to reflect that alternative service can now be sought under broader circumstances under section 413.30.
- Adding information about free service by a peace officer (on page 1) to align with similar revisions recently approved by the Judicial Council on other forms.²⁰
- Adding information about form CH-205/EA-205 where appropriate.
- Revising the section regarding email service (on page 2) to reflect that service by email or other electronic technology is now possible.
- Revising item 3 in the section on substituted service (on page 2) to reflect amendments made by AB 747 to Code of Civil Procedure section 415.20.

The committee requests specific comments on whether and how to provide further guidance on email or electronic service. For example, to address concerns that recipients might believe service emails are scams, should the Judicial Council recommend or require servers to use specific language in the subject line or body of a service email?

Form POS-060

The committee proposes adopting *Proof of Alternative Service—Restraining Order* (form POS-060) for proof of service as ordered by form CH-117/EA-117. Form POS-060 contains options for substituted service and service by email or other electronic technology. The substituted service option (item 5a) is modeled on the small claims proof of service form (form SC-104),²¹ and the electronic service option is modeled on *Proof of Electronic Service* (form POS-050).

²⁰ The proposed language on form CH-205-INFO regarding free service by a peace officer is identical to the language the Judicial Council approved on form CH-200-INFO to implement Senate Bill 899 (Stats. 2024, ch. 554). (Judicial Council of Cal., Advisory Com. Rep., *Protective Orders: Civil Restraining Order Forms to Implement Senate Bill 899* (Oct. 15, 2025), jcc.legistar.com/LegislationDetail.aspx?ID=7660498&GUID=6115116B-8E06-4FB1-89E0-2EA69D1045C1.)

²¹ Because rule 3.1160 requires service “in the manner provided by law for personal service of a summons in civil actions,” the substituted service option on form POS-060 complies with the requirements in Code of Civil Procedure section 417.10 for proof of service of a summons (with the exception of the new photo requirement).

The committee considered using existing forms, such as *Proof of Service of Summons* (form POS-010) for proof of alternative service in civil harassment and elder and dependent adult abuse proceedings but determined that those forms would not be suitable for several reasons. First, as explained below, form POS-010 must be revised to include items regarding photos of the location of service, but the photo requirement will not apply to protective orders if the Judicial Council approves the committee's recommendation to amend rule 3.1160. Second, form POS-010 contains options that are not addressed on form CH-117/EA-117, such as service by mail and acknowledgment of receipt, which could be confusing. Third, existing proof of service forms do not indicate that they should be entered into the California Law Enforcement Telecommunications System (CLETS), which could cause the proof of service to be omitted from CLETS, making the restraining order more difficult to enforce.

Forms CIV-050, EJ-110, EJ-115, NC-121, and NC-221/NC-321/NC-521

The committee proposes revising forms CIV-050, EJ-110, EJ-115, NC-121, and NC-221/NC-321/NC-521 to implement AB 747's amendment to Code of Civil Procedure section 417.10(a) requiring proof of service of a summons to include a photo of the location of service.

Forms CIV-050, EJ-110, and EJ-115

Statement of Damages (form CIV-050) must be served "in the same manner as a summons" if it is being served on a party who has not appeared in the action.²² *Notice of Entry of Judgment on Sister-State Judgment* (form EJ-110) and *Notice of Application for Recognition and Entry of Tribal Court Money Judgment* (form EJ-115) must be served on the judgment debtor under Code of Civil Procedure sections 415.10 through 415.95 (i.e., in the same manner as a summons).²³ Amended section 417.10(a) therefore applies to service of these forms.

Currently, all three forms include a proof of service that essentially mirrors *Proof of Service of Summons* (form POS-010). Rather than amending the proofs of service on these forms to add an item regarding photos, the committee proposes deleting the proof of service page and adding an instruction stating that proof of service should be provided on form POS-010. On form CIV-050, the committee proposes placing this instruction at the top of the page. On forms EJ-110 and EJ-115, this instruction will appear at the bottom of the page in place of the current statement that "proof of service [is] on reverse."

In addition to the revisions to implement AB 747, the committee proposes revising the notice on page 1 of form EJ-110 and several items in the instructions on form EJ-115 to use plain language.

²² Form CIV-050 provides a statement of the nature and amount of damages under Code of Civil Procedure section 425.11 and a statement reserving the right to seek punitive damages under Code of Civil Procedure section 425.115. Section 425.11(d)(1) requires service "in the same manner as a summons." Section 425.115(g)(1) requires service "in the same manner as a summons pursuant to Article 3 (commencing with Section 415.10)."

²³ Code Civ. Proc., §§ 1710.30(a) (notice of entry of sister-state judgment), 1735(b) (application for recognition and entry of tribal court judgment).

Forms NC-121 and NC-221/NC-321/NC-521

In proceedings to change the name of a minor under Code of Civil Procedure sections 1277 and 1277.5, if the petition does not include the signatures of all the minor's living parents, the petitioner must serve an order to show cause on the other parent. The order to show cause must be served by personal delivery under Code of Civil Procedure section 415.10, or by mail under section 415.40 if the person being served is outside the state of California.²⁴ Amended section 417.10(a) therefore applies to service of these orders to show cause.

The committee proposes revising *Proof of Service of Order to Show Cause (Change of Name)* (form NC-121) and *Proof of Service of Order to Show Cause (Change of Name Related to Gender Identity)* (form NC-221/NC-321/NC-521) to add an item regarding photographs, which must be completed if the order to show cause is served by personal delivery. The text of this proposed item is the same as proposed new item 8 on form POS-010, discussed below.

The committee considered removing the proof of service page from these forms and requiring use of form POS-010 for proof of service but decided not to because many of the service methods listed on form POS-010 do not apply to service of an order to show cause under sections 1277 and 1277.5.

Separately, the committee proposes revising item 3b on both forms to replace "I am a resident of or employed in the county where the mailing occurred" with "I mailed a copy to the person served, who is outside the state of California" to correctly reflect the requirements of proof of service by mail under Code of Civil Procedure section 415.40.²⁵

Forms CIV-100 and CIV-105

The committee proposes revising *Request for Entry of Default* (form CIV-100) and *Request for Entry of Default (Fair Debt Buying Practices Act)* (form CIV-105) to implement AB 747's amendments to Code of Civil Procedure section 585, correct the declaration of nonmilitary status, and improve readability and clarity.

The committee proposes adding item 4 to form CIV-100 and item 5c to form CIV-105 to indicate that proof of service of summons is attached. The instructions for these items explain that they must be checked if requesting entry of default under section 585(a) or (b). Although section 585(a) and (b) do not explicitly require the proof of service of summons to be attached to the request for default, the committee proposes adding this item to put court users on notice that proof of service of the summons must be provided to the court before default can be entered, and to aid the clerk in ensuring this requirement is met.

²⁴ Code Civ. Proc., §§ 1277(a)(4), 1277.5(a)(2)(C).

²⁵ The statement about residence or employment in the county is taken from Code of Civil Procedure section 1013a(1), which creates requirements for proof of service by mail under section 1013. However, service by mail of forms NC-121 and NC-221/NC-321/NC-521 is governed by Code of Civil Procedure section 415.40, rather than section 1013, and proof of service under section 415.40 is governed by section 417.20, which does not require the papers to be mailed by someone who resides in or is employed by the county where the mailing occurred.

The committee also proposes revising the declaration of nonmilitary status to correctly cross-reference the items that identify defendants against whom a judgment is sought, as the declaration is required only if seeking a judgment.²⁶ On form CIV-100, item 9 would be revised to refer to the “defendant/respondent named in item 1d or 1e,” rather than item 1c, because item 1c is used to ask for entry of default and items 1d and 1e are used to ask for a judgment. The committee also proposes revising item 1d to add a text box for entry of the defendant’s name. On form CIV-105, item 10 would refer to the “defendant/respondent named in item 1d.”

Finally, the committee proposes revising the instructions for several items on both forms (such as items 1d, 2b, and 5 on form CIV-100) to make them easier to understand by using complete sentences and plain language.

Form POS-010

The committee proposes revising *Proof of Service of Summons* (form POS-010) to implement several provisions in AB 747 and to improve readability and clarity.

To implement AB 747’s amendment to Code of Civil Procedure section 417.10(a) requiring proof of service of a summons to include a photo of the location of service, the committee proposes adding item 8, “photo of the location of service.” In this item, the committee considered asking for photos of every service attempt because the statute states: “The proof of service shall include one or more photographs of the site of each effected or attempted service of the summons and complaint.” However, this requirement applies to several service methods, including methods that can be used only after other methods have been unsuccessful. The committee therefore determined that the requirement to provide photos of “attempted service” applies only when showing that a service method was unsuccessful.

To implement AB 747’s amendments to Code of Civil Procedure section 415.20, the committee proposes revising item 5b(4) to replace “first-class mail, postage prepaid” with “USPS first-class mail, Priority Mail with tracking, or Certified Mail with return receipt requested, with postage prepaid.” The committee also proposes revising item 5b to more clearly address the requirements for substituted service and to indicate that a declaration of diligence can be provided on *Declaration of Diligence—Service of Summons* (form POS-012), which would be created as part of this proposal.

To implement AB 747’s amendments to Code of Civil Procedure section 417.10 regarding proof of service of an unlawful detainer summons by posting and mailing, the committee proposes adding item 5e. The committee considered continuing to use item 5f, “by other means,” for proof

²⁶ Mil. & Vet. Code, § 402.

of service using this method, but determined that creating item 5e would help ensure that courts and court users are aware of all the requirements in amended section 417.10.

In addition to the revisions to implement AB 747, the committee proposes the following revisions to improve the form:

- Revising item 2f, which is used to indicate that “other” documents have been served, to add a parenthetical that says, “e.g., form CIV-050, EJ-110, EJ-115.” As discussed above, the committee proposes using form POS-010 for proof of service of forms CIV-050, EJ-110, and EJ-115.
- Creating a separate item for service by mail to an address outside of California by changing item 5c(4) to item 5d.
- In item 7e, which describes the server, adding item 7e(1) for “a California sheriff or marshal” and reordering items (2) through (4) so that “a registered California process server” comes before “not a registered California process server.”
- Revising other items to use plain language, provide more detailed information, or add statutory citations.

Form POS-012

The committee proposes creating *Declaration of Diligence—Service of Summons* (form POS-012) for use either when (1) showing that substituted service under Code of Civil Procedure section 415.20 is proper because the server has tried to personally serve the summons and complaint and has not succeeded despite exercising reasonable diligence, or (2) asking the court to allow service by posting and mailing in an unlawful detainer case because the defendant cannot with reasonable diligence be served in another manner. Under AB 747, “reasonable diligence” for both purposes means that the server attempted personal service in good faith “on at least three occasions on three different days at three different times.”²⁷ The committee determined that it would be helpful to create form POS-012 to provide court users with a specific outline of what is required to show reasonable diligence under the law and ensure they are aware of the new requirement to provide photos of the location of unsuccessful service attempts, as well as to aid courts in ensuring the statutory requirements have been met.

Forms SC-104, SC-104A, and SC-104B

The committee proposes revising *Proof of Service* (form SC-104), *Proof of Mailing (Substituted Service)* (form SC-104A), and *What is “Proof of Service”?* (form SC-104B) to implement AB 747’s amendments to Code of Civil Procedure section 415.20 and improve readability and clarity. The committee also proposes revising form SC-104 to implement the photo requirement in amended section 417.10(a).

²⁷ Code Civ. Proc., §§ 415.20(b)(2), 415.45(d).

To implement amended section 415.20, the committee proposes revising item 4b on form SC-104, item 3 on form SC-104A, and the second-to-last bullet point in item 7 on form SC-104B to replace “first-class mail” or “first-class postage prepaid” with “U.S. Postal Service first-class mail, Priority Mail with tracking, or Certified Mail with return receipt requested, with postage prepaid.”

To implement the photo requirement, the committee proposes revising form SC-104 to add item 6. The photo requirement in section 417.10 does not apply to personal service of the claim and order in small claims cases because that service method is governed by Code of Civil Procedure section 116.340(a)(2). The committee determined that the photo requirement *does* apply to substituted service of the claim and order because section 116.340(a)(3) states: “The plaintiff may cause service of a copy of the claim and order to be made by substituted service as provided in subdivision (a) or (b) of Section 415.20 without the need to attempt personal service on the defendant.” Additionally, although orders for examination must be served “in the manner specified in Section 415.10,”²⁸ the photo requirement does not apply because proof of service of an order for examination may be made by an affidavit as set forth in Code of Civil Procedure section 684.220(b), rather than as set forth in section 417.10.

Accordingly, item 6a on form SC-104 provides information about photographs of the location of service and must be completed if the claim and order are served by substituted service. The proposed text of this item is the same as proposed new item 8 on form POS-010.²⁹ Item 6b states, “I am not required to provide photographs,” and should be selected if substituted service was not used.

In addition to the revisions to implement AB 747, the committee proposes revising item 3c on form SC-104, regarding orders for examination, to combine the two checkboxes for forms SC-134 and EJ-125 into a single checkbox and adding forms SC-136 and EJ-141 to the list of orders for examination, to reflect the recent adoption of those forms. The committee also proposes revising items 2 and 4 to make them easier to understand and to more clearly address the requirements for substituted service.

The committee proposes revising form SC-104B to add item 12, which answers the question, “For substituted service, how does the server take a photo of the location?” The committee also proposes revising item 7, “How is substituted service done?” to add a bullet point stating that the server must take a photo and that item 12 on the form provides more information about that requirement. The committee also proposes adding item numbers to each section on the form, revising several items to make them easier to understand, and to use gender-neutral language to be consistent with current Judicial Council terminology standards.

²⁸ *Id.*, § 708.110(d).

²⁹ For the reasons provided in the discussion of form POS-010, item 6a on form SC-104 requires a photo of the location of successful service only, and not of unsuccessful service attempts.

Alternatives Considered

The committee did not consider the alternative of taking no action because new and revised forms are needed to reflect the law, as amended by AB 747 and SB 85. To the extent the proposed rule amendments, new forms, and form revisions are not required by the terms of AB 747 and SB 85, the committee considered taking no action but ultimately determined the changes are warranted in light of the benefits they will provide to the courts and court users.

As discussed in the explanation of the proposal, the committee considered several alternatives when drafting the proposal and concluded that the current proposal best satisfies the statutory mandates.

Additionally, the committee considered creating forms for ordering and requesting alternative service under Code of Civil Procedure section 413.30 in postsecondary school violence, retail crime, and workplace violence proceedings but decided not to propose forms at this time because there are relatively few such proceedings and most petitioners in those proceedings are represented by attorneys, who are less likely to need forms.

The committee also considered whether amended Code of Civil Procedure section 417.10(a), which requires proof of service of a summons to include a photo of the location of service, applies to forms CIV-050, EJ-110, EJ-115, NC-121, NC-221/NC-321/NC-521, and SC-104. Section 417.10(a) states that it applies to “proof that a summons was served,” and forms CIV-050, EJ-110, EJ-115, NC-121, NC-221/NC-321/NC-521, and SC-104 are not summons. However, the applicable statutes require these forms to be served under statutes regarding service of summons, such as Code of Civil Procedure sections 415.10 and 415.20. The Judicial Council has historically interpreted statutory requirements to serve documents under sections 415.10 and 415.20 to include the corresponding statutory requirements for proof of service. For this reason, the committee proposes revising these forms to incorporate the photo requirement but requests specific comments on whether these revisions are required by the statute.

Fiscal and Operational Impacts

The statutory changes will require training of court staff and judicial officers. The new and revised forms are intended to facilitate courts’ and parties’ implementation of the changes in statute and will require education and possibly some changes to computerized case management systems.

Request for Specific Comments

In addition to comments on the proposal as a whole, the advisory committee is interested in comments on the following:

- Does the proposal appropriately address the stated purpose?
- Does item 5b on form CH-117/EA-117 contain all the necessary information for ordering service by email or other electronic technology?
- Should item 5b on form CH-117/EA-117 include options for specific types of electronic service such as text messages?
- As a supplement to the proposed revisions to form CH-205-INFO/EA-205-INFO, should the Judicial Council provide guidance on email or electronic service? If so, how should that guidance be provided and what should it include?
- Does the photo requirement in Code of Civil Procedure section 417.10(a) apply to forms CIV-050, EJ-110, EJ-115, NC-121, NC-221, and SC-104?

The advisory committee also seeks comments from *courts* on the following cost and implementation matters:

- Would the proposal provide cost savings? If so, please quantify.
- What would the implementation requirements be for courts—for example, training staff (please identify position and expected hours of training), revising processes and procedures (please describe), changing docket codes in case management systems, or modifying case management systems?
- Would two months from Judicial Council approval of this proposal until its effective date provide sufficient time for implementation?
- How well would this proposal work in courts of different sizes?

Attachments and Links

1. Cal. Rules of Court, rules 3.1150, 3.1160, and 3.1372, at pages 17–18
2. Forms CH-117/EA-117, CH-205/EA-205, CH-205-INFO/EA-205-INFO, CIV-050, CIV-100, CIV-105, EJ-110, EJ-115, NC-121, NC-221/NC-321/NC-521, POS-010, POS-012, POS-060, SC-104, SC-104A, and SC-104B, at pages 19–55
3. Link A: Assem. Bill 747 (Stats. 2025, ch. 563),
leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202520260AB747
4. Link B: Sen. Bill 85 (Stats. 2025, ch. 403),
leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202520260SB85

Rules 3.1150, 3.1160, and 3.1372 of the California Rules of Court would be amended, effective January 1, 2027, to read:

1 **Rule 3.1150. Preliminary injunctions and bonds**

2
3 **(a) Manner of application and service**

4
5 A party requesting a preliminary injunction may give notice of the request to the
6 opposing or responding party either by serving a noticed motion under Code of
7 Civil Procedure section 1005 or by obtaining and serving an order to show cause
8 (OSC). An OSC must be used when a temporary restraining order (TRO) is sought,
9 or if the party against whom the preliminary injunction is sought has not appeared
10 in the action. If the responding party has not appeared, the OSC must be served in
11 the same manner as a summons and complaint, except that the proof of service is
12 not required to include the photographs that are described in Code of Civil
13 Procedure section 417.10(a).

14
15 **(b)–(g) * * ***

16
17
18 **Rule 3.1160. Requests for protective orders to prevent civil harassment, workplace**
19 **violence, ~~private~~ postsecondary school violence, retail crime, and elder or**
20 **dependent adult abuse**

21
22 **(a) Application**

23
24 This rule applies to requests for protective orders under Code of Civil Procedure
25 sections 527.6, 527.8, and ~~527.85~~; 527.85; Penal Code section 490.8; and Welfare
26 and Institutions Code section 15657.03.

27
28 **(b) * * ***

29
30 **(c) Service of requests, notices, and orders**

31
32 (1) Except as provided in (2) and (3), the request for a protective order, notice of
33 hearing, and any temporary restraining order, must be personally served on
34 the respondent at least five days before the hearing, unless the court for good
35 cause orders a shorter time. Service must be made in the manner provided by
36 law for personal service of summons in civil actions, except that the proof of
37 service is not required to include the photographs that are described in Code
38 of Civil Procedure section 417.10(a).

39
40 (2) The court may specify another method of service ~~for a request for a civil~~
41 ~~harassment protective order brought under Code of Civil Procedure section~~
42 ~~527.6 if the court determines that the petitioner has been unable to~~

1 ~~accomplish personal service, and that there is reason to believe that the~~
2 ~~respondent is evading service or cannot be located~~ under Code of Civil
3 Procedure section 413.30 if the petitioner has been unable to effect personal
4 service despite exercising reasonable diligence, as that term is defined in
5 section 413.30(b).

6
7 (3) In a civil harassment proceeding, the court may order alternative service
8 under Code of Civil Procedure section 527.6. In an elder or dependent adult
9 abuse proceeding, the court may order alternative service under Welfare and
10 Institutions Code section 15657.03.

11
12 (d)–(e) * * *

13
14
15 **Rule 3.1372. Petitions for relief from financial obligations during military service**

16
17 **(a) Application**

18
19 This rule applies to petitions for relief from financial obligations made by a
20 servicemember under Military and Veterans Code section 409.3.

21
22 **(b) Service of petition**

23
24 Service of the petition for relief and all supporting papers must be made in the
25 manner provided by law for service of summons in civil actions, except that the
26 proof of service is not required to include the photographs that are described in
27 Code of Civil Procedure section 417.10(a).

28
29 (c) * * *

Clerk stamps date here when form is filed.

**DRAFT
03/18/2026
NOT APPROVED
BY COUNCIL**

1 Protected Party/Petitioner: _____

2 Restrained Party: _____

3 After reviewing your request, the court makes the following orders:

- a. (1) Your request is granted. *(Follow the orders in 4 to 6.)*
- (2) Your request is denied.
- (3) The court needs more information and will decide your request at the hearing scheduled on:

Hearing Date → Date: _____ Time: _____
 Dept.: _____ Room: _____

Name and address of court if different from above:

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

b. Reasons for granting the request *(check one)*:

- (1) The court finds that the person in 1, despite exercising reasonable diligence, has been unable to have the person in 2 personally served. The person in 1 has demonstrated why personal service was unsuccessful at every address or location where the person in 2 is likely to be found. (Code Civ. Proc., § 413.30.)
- (2) The person in 1 has made diligent efforts to have the person in 2 personally served but has been unsuccessful, and there is reason to believe that the person in 2 is avoiding (evading) service or cannot be located. (Code Civ. Proc., § 527.6(m)(2); Welf. & Inst. Code, § 15657.03(k)(2).)

c. Reasons for denying the request *(check one)*:

- (1) The court finds that the person in 1 has not shown that they exercised reasonable diligence to have the person in 2 personally served. (Code Civ. Proc., §§ 413.30, 527.6(m)(2); Welf. & Inst. Code, § 15657.03(k)(2).)
- (2) The court finds that the person in 1 has not demonstrated why personal service was unsuccessful at every address or location where the person in 2 is likely to be found. (Code Civ. Proc., § 413.30.)
- (3) The court finds that the person in 1 has not shown that there is reason to believe that the person in 2 is avoiding (evading) service or cannot be located. (Code Civ. Proc., § 527.6(m)(2); Welf. & Inst. Code, § 15657.03(k)(2).)
- (4) Other reason or additional explanation provided on Attachment 3.

This is a Court Order.



4 Papers to serve (check all that apply):

- a. A copy of this form.
- b. Order setting new hearing date (form CH-116, form EA-116, or other order)
- c. Summons (form CH-210 or EA-210)
- d. All the documents indicated on form CH-109, *Notice of Court Hearing*, item **6**
- e. All the documents indicated on form EA-109, *Notice of Court Hearing*, item **5**
- f. Other: _____

5 How to serve the papers in 4 (check all that apply):

(For more information on these service methods, read form CH-205-INFO/EA-205-INFO, What if I Am Unable to Have the Person I Want Protection From Personally Served?)

- a. **Substituted Service**
 - (1) **Home:** You must have your server (not you) (1) leave a copy of all the papers listed in **4** at the home or usual mailing address of the person in **2** with an adult that lives there, and (2) mail a copy to the person in **2** at the same address.
 - (2) **Workplace:** You must have your server (not you) (1) leave a copy of all the papers listed in **4** at the workplace or usual mailing address of the person in **2** with someone who seems to be in charge, and (2) mail a copy to the person in **2** at the same workplace.
 - (3) You must have the the person in **2** served by (date): _____

b. **Email or Other Electronic Technology**

You must have your server (not you) must send a copy of all the papers listed in **4** to the person in **2**.

(1) Service must be made using (check all that apply):

- (a) Email, to the following address (specify):
- (b) Other electronic technology (specify method, including the account name, username, or other contact information for the restrained party):

- (2) You must also have your server mail a copy of the papers to the
 - home workplace usual mailing address of the person in **2**.

(3) You must have the the person in **2** served by (date): _____

This is a Court Order.



5 c. **Publish in a newspaper**

(1) You must have *Summons* (form CH-210 or EA-210, depending on your case) published at least once a week for 4 weeks in a row in the following newspaper:

(*newspaper name*): _____

(2) If you find an address for the person in **2** while the summons is published in the newspaper, you must have someone mail all the papers listed in **4** to that address.

(3) Publication must begin by (*date*): _____

d. Other:

6 **How to provide proof of service of the papers in 4** (*check all that apply*):

a. Fill out form POS-060, *Proof of Alternative Service—Restraining Order*

b. Other:

7 Number of pages attached to this order, if any: _____

Date: _____

Judicial Officer

Clerk stamps date here when form is filed.

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BY COUNCIL**

1 Protected Party/Petitioner: _____

2 Restrained Party: _____

3 After reviewing your request, the court makes the following orders:

- a. (1) Your request is granted. *(Follow the orders in 4 to 6.)*
- (2) Your request is denied.
- (3) The court needs more information and will decide your request at the hearing scheduled on:

Hearing Date → Date: _____ Time: _____
 Dept.: _____ Room: _____

Name and address of court if different from above:

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

b. Reasons for granting the request *(check one)*:

- (1) The court finds that the person in 1, despite exercising reasonable diligence, has been unable to have the person in 2 personally served. The person in 1 has demonstrated why personal service was unsuccessful at every address or location where the person in 2 is likely to be found. (Code Civ. Proc., § 413.30.)
- (2) The person in 1 has made diligent efforts to have the person in 2 personally served but has been unsuccessful, and there is reason to believe that the person in 2 is avoiding (evading) service or cannot be located. (Code Civ. Proc., § 527.6(m)(2); Welf. & Inst. Code, § 15657.03(k)(2).)

c. Reasons for denying the request *(check one)*:

- (1) The court finds that the person in 1 has not shown that they exercised reasonable diligence to have the person in 2 personally served. (Code Civ. Proc., §§ 413.30, 527.6(m)(2); Welf. & Inst. Code, § 15657.03(k)(2).)
- (2) The court finds that the person in 1 has not demonstrated why personal service was unsuccessful at every address or location where the person in 2 is likely to be found. (Code Civ. Proc., § 413.30.)
- (3) The court finds that the person in 1 has not shown that there is reason to believe that the person in 2 is avoiding (evading) service or cannot be located. (Code Civ. Proc., § 527.6(m)(2); Welf. & Inst. Code, § 15657.03(k)(2).)
- (4) Other reason or additional explanation provided on Attachment 3.

This is a Court Order.



4 Papers to serve *(check all that apply):*

- a. A copy of this form.
- b. Order setting new hearing date (form CH-116, form EA-116, or other order)
- c. Summons (form CH-210 or EA-210)
- d. All the documents indicated on form CH-109, *Notice of Court Hearing*, item **6**
- e. All the documents indicated on form EA-109, *Notice of Court Hearing*, item **5**
- f. Other: _____

5 How to serve the papers in 4 *(check all that apply):*

(For more information on these service methods, read form CH-205-INFO/EA-205-INFO, What if I Am Unable to Have the Person I Want Protection From Personally Served?)

- a. **Substituted Service**
 - (1) **Home:** You must have your server (not you) (1) leave a copy of all the papers listed in **4** at the home or usual mailing address of the person in **2** with an adult that lives there, and (2) mail a copy to the person in **2** at the same address.
 - (2) **Workplace:** You must have your server (not you) (1) leave a copy of all the papers listed in **4** at the workplace or usual mailing address of the person in **2** with someone who seems to be in charge, and (2) mail a copy to the person in **2** at the same workplace.
 - (3) You must have the person in **2** served by *(date)*: _____

b. **Email or Other Electronic Technology**

You must have your server (not you) send a copy of all the papers listed in **4** to the person in **2**.

(1) Service must be made using *(check all that apply)*:

- (a) Email, to the following address *(specify)*:
- (b) Other electronic technology *(specify method, including the account name, username, or other contact information for the restrained party)*:

- (2) You must also have your server mail a copy of the papers to the
 home workplace usual mailing address of the person in **2**.

(3) You must have the person in **2** served by *(date)*: _____

This is a Court Order.



5 c. **Publish in a newspaper**

(1) You must have *Summons* (form CH-210 or EA-210, depending on your case) published at least once a week for 4 weeks in a row in the following newspaper:

(*newspaper name*): _____

(2) If you find an address for the person in **2** while the summons is published in the newspaper, you must have someone mail all the papers listed in **4** to that address.

(3) Publication must begin by (*date*): _____

d. Other:

6 How to provide proof of service of the papers in **4** (*check all that apply*):

a. Fill out form POS-060, *Proof of Alternative Service—Restraining Order*

b. Other:

7 Number of pages attached to this order, if any: _____

Date: _____

Judicial Officer

CH-205/EA-205 Request for Alternative Service

Clerk stamps date here when form is filed.
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If you cannot personally serve the restrained person with a copy of your request for restraining orders (form CH-100 or EA-100, depending on your case) and related papers, the court may allow you to give, or serve, the restraining order papers another way (called "alternative service").

1 Your Information

a. Your Name: _____

Your Lawyer (if you have one for this case):

Name: _____ State Bar No.: _____

Firm Name: _____

b. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or email.)

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email Address: _____

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

2 Information about the restrained party

a. I last saw or had contact with the restrained party on (date): _____
(Describe): _____

b. The last home address I have for the restrained party is:

c. The last work or business address I have for the restrained party is:

3 Why are you asking for alternative service?

I have tried to have the restrained party personally served with a copy of the request for restraining orders (form CH-100 or EA-100) and related papers, but I have been unsuccessful because (check all that apply):

- a. I have not been able to find the restrained party. (Describe how you tried to find the restrained party. This search may include steps like checking with the restrained party's last known address, their friends and family, their current and past employers, and internet research. (Only take these steps if it is safe for you to do so.) List all steps, the date you took each step, and the result.)
- Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper, and write "Attachment 3a" for a title.



- 3 b. I know where the restrained party is located but my server has not been able to personally serve them. *(Describe every time the server tried to serve the restrained party. List each attempt, the date, the location, and explain what happened.)*
- Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper, and write "Attachment 3b" for a title.

- c. I believe the restrained party is avoiding (evading) service *(describe how the restrained party has avoided service):*
- Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper, and write "Attachment 3c" for a title.

4 **What type of alternative service are you asking for?**

- a. I am asking to serve the restrained party using *(check at least one):*
- (1) **Substituted Service:** The server will (1) leave a copy of the papers listed at the restrained party's home, workplace, or usual mailing address with another adult, and (2) mail a copy to the restrained party to the same address.

Where do you think the restrained person lives and why do you think so? *(Include a complete address, if you know it. If there are multiple addresses, list all of them and explain each.)*

Where do you think the restrained person works and why do you think so? *(Include a complete address, if you know it. If there are multiple addresses, list all of them and explain each.)*

- Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper, and write "Attachment 4a(1)" for a title.



④ a. (2) **Email or Other Electronic Technology:** The server will send a copy of the papers to the restrained party using *(check one)*:

(a) Email, to the following address *(specify)*:

(b) Other electronic technology *(specify method, including the account name, username, or other contact information for the restrained party)*:

(c) I know the email address or electronic contact information above belongs to the restrained person because *(explain)*:

(3) **Publication in a newspaper**

(4) **Other** *(describe)*:

b. The service method I checked in ④a is the best way to serve the restrained person with a copy of the request for restraining orders (form CH-100 or EA-100) and related papers. *(Explain why you think each service method you checked will be successful. If you are asking to serve by email or other electronic technology, explain how you know the restrained person will see a message sent to the email address or contact information you listed.)*
 Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper, and write "Attachment 4b" for a title.

Date: _____

Lawyer's name (if any)



Lawyer's signature

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print your name



Sign your name

CH-205-INFO/EA-205-INFO

What if I Am Unable to Have the Person I Want Protection From Personally Served?

This form gives information about service of forms used in cases for civil harassment (CH) and elder and dependent adult abuse (EA) prevention restraining orders. Use the forms that apply to your type of case.

Why do I have to serve the restrained person?

Before the court can grant a restraining order (which can last up to five years), the person you want a restraining order against must know about your request and have a chance to go to court to explain their side. In most cases, the court will require you to have someone personally deliver the papers to the person you want restrained. This is called personal service. See form [CH-200-INFO](#) or [EA-200-INFO](#) for more information.

What if I already have a civil harassment restraining order?

If a court granted you a restraining order on an order after hearing (form [CH-130](#) or [EA-130](#)), alternative service is not an option for you. Follow the orders for service on form [CH-130](#) or [EA-130](#). It is important to follow the orders for service because this is how the restrained person will find out about the restraining orders. Once you file proof that the restrained person was served, law enforcement and the court will have proof that the restrained person knows about the orders. If you have questions about what the court ordered in your case, see [page 2 of this form](#) for where to get legal help.

What if I can't have the restrained person personally served?

When you cannot have the restrained person personally served with a copy of your request for restraining orders (form [CH-100](#) or [EA-100](#)) and related papers, the court may allow you to have the papers served another way. This is called alternative service. Different types of alternative service are explained on [page 2 of this form](#).

Alternative service may involve other people having access to your court papers.

This will mean they can see your name, the fact that you want a restraining order against the other party, and possibly your statements regarding the abuse. You may want to talk to an advocate about your safety and privacy concerns before you ask for alternative service.

How do I ask for alternative service?

At your court date, tell the judge details about your attempts to have the restrained person served. You can also complete form [CH-205/EA-205, Request for Alternative Service](#). To be allowed to use alternative service, you will be required to show the court that you are in at least one of these two situations:

1 You have tried many times (usually 3 or more times) to have someone personally serve the restrained person.

Some examples of ways you can try to have the restrained person personally served:

- ▶ Serve the restrained person at home, their workplace, or somewhere they go a lot.
- ▶ Search online for where they may be located.
- ▶ Check with their family and friends.



Make sure any attempts to find the restrained person are done safely.

If you have an address for the restrained person, you can ask the sheriff or marshal to serve your papers, which they will do it for free if:

- The court granted you a fee waiver; or
- The restraining order is based on stalking, violence, or a credible threat of violence.

Another peace officer may also serve certain orders for free. Visit selfhelp.courts.ca.gov/CH-restraining-order/sheriff-serves-request (for civil harassment) or selfhelp.courts.ca.gov/EA-restraining-order/sheriff-serves-request (for elder and dependent adult abuse) for more information about free service by a sheriff, marshal, or other peace officer.

2 You believe the restrained person is avoiding (evading) personal service or cannot be located.

Be ready to explain why you think the restrained person is avoiding service. If you have people who will help you prove this to the court, bring them to your court hearing or have them write a statement that describes what they witnessed. Form [MC-030, Declaration](#), may be used for this purpose.



Can I choose how to give alternative service?

The court will decide what type of alternative service you should use, but at your court hearing or on form CH-205/EA-205, you can explain which type of alternative service you think is the best way to tell the restrained person about your case. Types of alternative service include substituted service, email or electronic service, and service by publication. If the court grants your request, the service method will be described in the court's order (usually form [CH-117/EA-117](#), *Order Granting Alternative Service*).

What is substituted service?

Substituted service means giving the papers to someone other than the restrained person at the restrained person's home or workplace, or, if no physical address is known, the restrained person's usual mailing address (other than a post office box; a private mailbox with a commercial business may be okay), and then mailing the papers to the restrained person at the same address.

Substituted service requires your server to:

1. Give the papers to someone 18 years or older who lives at the restrained person's home or usual mailing address (not a P.O. box), or who appears to be in charge at the restrained person's workplace. If the only address reasonably known for the restrained person is a private mailbox with a commercial mail receiving agency, give the papers to someone 18 years or older who appears to be in charge at the agency.
2. Get the name of the adult who got the papers, and tell the adult that the papers are for a request for a restraining order against the restrained person.
3. Mail the papers to the restrained person's home, workplace, or usual mailing address. The papers must be mailed by U.S. Postal Service first-class mail, Priority Mail with tracking, or Certified Mail with return receipt requested, with postage prepaid. (This step is not required if the papers were given to a person in charge of the commercial mail receiving agency where the restrained person has a private mailbox.)
4. Follow the instructions in the court's order for completing and filing a proof of service.

What is service by email or other electronic technology?

Email service means sending electronic copies of the papers (such as PDF copies or pictures of the papers) to the restrained person's email address. Service by "other electronic technology" means using another form of technology, such as a messaging app, to send electronic copies of the papers to the restrained person. Like other forms of service, email and electronic service must be done by another person, **not** by you.

In addition to sending electronic copies of the papers, the court might also order you to serve the restrained person in an additional way, such as substituted service or publication.

If the court orders you to serve the restrained person by email or electronically, follow all the instructions in the court's order, including the instructions for completing and filing a proof of service. These instructions will usually be found on form CH-117/EA-117.

What is service by publication?

Service by publication means that you **must pay** a newspaper to publish a copy of whatever papers the court orders you to have published. **The papers must be published** at least once a week, for at least four weeks in a row, in the newspaper that would have the best chances of the restrained person seeing it. Follow the orders made by the court, which will usually be found on form CH-117/EA-117.

After the newspaper publishes your court papers, make sure you get a signed statement from the newspaper that includes a copy of what was published in the newspaper and when it was published. This statement is usually called "Proof of Publication." After you receive this statement, file it with the court in your case.

Where can I find legal help?

Free legal information is available in every county at a court self-help center. Staff can provide you with your legal options but will not tell you what you should do in your case and will not provide you with legal representation. To find your local self-help center, go to selfhelp.courts.ca.gov.

Do not file with the court unless you are applying for a default judgment under Code of Civil Procedure section 585.

Form header with fields for Party Without Attorney or Attorney, State Bar Number, Name, Firm Name, Street Address, City, State, ZIP Code, Telephone No., Fax No., Email Address, Attorney For, Superior Court of California, County of, Plaintiff, Defendant, Statement of Damages (Personal Injury or Wrongful Death), Case Number, and a Draft notice dated 03/16/2026.

Note: If you serve this form on a party who has not appeared in the action, you must use form POS-010 (Proof of Service of Summons).

To (name of one defendant only):

Plaintiff (name of one plaintiff only):

seeks damages in the above-entitled action, as follows:

- 1. General damages: a. Pain, suffering, and inconvenience; b. Emotional distress; c. Loss of consortium; d. Loss of society and companionship; e. Other; f. Other; g. Continued on Attachment 1.g.
2. Special damages: a. Medical expenses (to date); b. Future medical expenses (present value); c. Loss of earnings (to date); d. Loss of future earning capacity (present value); e. Property damage; f. Funeral expenses; g. Future contributions; h. Value of personal service, advice, or training; i. Other; j. Other; k. Continued on Attachment 2.k.
3. Punitive damages: Plaintiff reserves the right to seek punitive damages in the amount of (specify) when pursuing a judgment in the suit filed against you.

Date: Type or Print Name Signature of Plaintiff or Attorney for Plaintiff

ATTORNEY OR PARTY WITHOUT ATTORNEY: _____ STATE BAR NO: _____ NAME: FIRM NAME: STREET ADDRESS: CITY: _____ STATE: _____ ZIP CODE: _____ TELEPHONE NO.: _____ FAX NO.: _____ EMAIL ADDRESS: ATTORNEY FOR (name): _____	FOR COURT USE ONLY DRAFT 03/16/2026 NOT APPROVED BY COUNCIL
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
Plaintiff/Petitioner: Defendant/Respondent:	
REQUEST FOR <input type="checkbox"/> Entry of Default <input type="checkbox"/> Clerk's Judgment (Application) <input type="checkbox"/> Court Judgment	CASE NUMBER:
Do not use for actions under the Fair Debt Buying Practices Act (Civ. Code, § 1788.50 et seq.). Instead, use form CIV-105.	

1. TO THE CLERK: On the complaint or cross-complaint filed
- a. on (date):
 - b. by (name):
 - c. Enter default of defendant (names):
 - d. I request a court judgment under Code of Civil Procedure sections 585(b), 585(c), 989, etc., against defendant (names):

(If you check item 1d, testimony is required. You must apply to the clerk for a hearing date, unless you are asking the court to enter a judgment on an affidavit under Code of Civil Procedure section 585(d).)
 - e. Enter clerk's judgment **against defendant (names):**

- (1) for restitution of the premises only and issue a writ of execution on the judgment. Code of Civil Procedure section 1174(c) does not apply. (Code Civ. Proc., § 1169.)
 - Include in the judgment all tenants, subtenants, named claimants, and other occupants of the premises.
A prejudgment claim of right to possession was served in compliance with Code of Civil Procedure section 415.46.
- (2) under Code of Civil Procedure section 585(a). *(If you check this box, you must make a declaration under Code of Civil Procedure section 585.5 by completing item 6.)*
- (3) for default previously entered on (date):

2. **Judgment to be entered.**

	Amount	Credits acknowledged	Balance
a. Demand of complaint	\$	\$	\$
b. Statement of damages <i>(for personal injury or wrongful death actions; see Code Civ. Proc., § 425.11)</i>			
(1) Special	\$	\$	\$
(2) General	\$	\$	\$
c. Interest	\$	\$	\$
d. Costs (see item 8)	\$	\$	\$
e. Attorney fees	\$	\$	\$
f. TOTALS	\$	\$	\$
g. Daily damages were demanded in complaint at the rate of: \$ _____			per day beginning (date): _____

Date: _____

Type or Print Name Signature of Plaintiff or Attorney for Plaintiff

FOR COURT USE ONLY	(1) <input type="checkbox"/> Default entered as requested on (date): (2) <input type="checkbox"/> Default NOT entered as requested (state reason): Clerk, by _____, Deputy
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Plaintiff/Petitioner: Defendant/Respondent:	CASE NUMBER:
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4. **Proof of service of summons. (Code Civ. Proc., § 585(a), (b)).** *(You must complete this item if you are asking for entry of default under Code of Civil Procedure section 585(a) or (b)).* Proof of service of the summons is attached to this form.

5. **Legal document assistant or unlawful detainer assistant (Bus. & Prof. Code, § 6400 et seq.).**
(You must complete this item if you are filing this form in an unlawful detainer case.)

Did a registered legal document assistant or an unlawful detainer assistant give you advice or assistance with this form in exchange for compensation (money, property, or anything else of value)? *("Legal document assistant" and "unlawful detainer assistant" do not include lawyers and people supervised by lawyers. (Bus. & Prof. Code, §§ 6400–6415.))*

No Yes *(If yes, complete items 5a–f):*

a. Assistant's name:

b. Street address, city, and zip code:

c. Phone:

d. County of registration:

e. Registration no.:

f. Expires on *(date)*:

6. **Declaration under Code of Civil Procedure section 585.5.** *(You must complete this item if you are asking for entry of default under Code of Civil Procedure section 585(a).)* This action

a. is is not on a contract or installment sale for goods or services subject to the Unruh Act (Civ. Code, § 1801 et seq.).

b. is is not on a conditional sales contract subject to the Rees-Levering Motor Vehicle Sales and Finance Act (Civ. Code, § 2981 et seq.).

c. is is not on an obligation for goods, services, loans, or extensions of credit subject to Code of Civil Procedure section 395(b).

7. **Declaration of mailing (Code Civ. Proc., § 587).** *(You must complete this item if you are asking for entry of default.)*
 A copy of this *Request for Entry of Default* was

a. **not mailed** to the following defendants, whose addresses are unknown to plaintiff or plaintiff's attorney *(names)*:

b. **mailed** first-class, postage prepaid, in a sealed envelope addressed to each defendant's attorney of record or, if none, to each defendant's last known address as follows:

(1) Mailed on *(date)*:

(2) To *(specify names and addresses shown on the envelopes)*:

DECLARATION

(This declaration must be completed if any of items 5 through 7 are completed.)

I declare under penalty of perjury under the laws of the State of California that items 5, 6, and 7, if completed, are true and correct.

Date:

 Type or Print Name

▶ _____
 Signature of Declarant



Plaintiff/Petitioner: Defendant/Respondent:	CASE NUMBER:
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8. **Memorandum of costs.** *(You must complete this item if you are seeking costs.)*

Costs and disbursements are as follows (Code Civ. Proc., § 1033.5):

- a. Clerk's filing fees \$
- b. Process server's fees \$
- c. Other *(specify)*: \$
- d. \$
- e. **TOTAL** \$ _____

- f. Costs and disbursements are waived.
- g. I am the attorney, agent, or party who claims these costs. To the best of my knowledge and belief this memorandum of costs is correct and these costs were necessarily incurred in this case.

DECLARATION

(This declaration must be completed if item 8 is completed.)

I declare under penalty of perjury under the laws of the State of California that item 8, if completed, is true and correct.

Date: _____

 Type or Print Name

 Signature of Declarant

9. **Declaration of nonmilitary status.** *(You must complete this item if you are asking for a judgment).*

No defendant/respondent named in item 1d or 1e is in the military service of the United States as defined by either the Servicemembers Civil Relief Act (see 50 U.S.C. § 3911(2)) or California Military and Veterans Code sections 400 and 402(f). I know that no defendant/respondent named in item 1d or 1e is in the U.S. military service because *(check all that apply)*:

- a. the search results that I received from <https://scra.dmdc.osd.mil/> say the defendant/respondent is not in the U.S. military service.
- b. I am in regular communication with the defendant/respondent and know that they are not in the U.S. military service.
- c. I recently contacted the defendant/respondent, and they told me that they are not in the U.S. military service.
- d. I know that the defendant/respondent was discharged from U.S. military service on or about *(date)*:
- e. the defendant/respondent is not eligible to serve in the U.S. military because they are:
 - incarcerated a business entity
- f. other *(specify)*:

Note

- U.S. military status can be checked online at <https://scra.dmdc.osd.mil/>.
- If the defendant/respondent is in the military service, or their military status is unknown, the defendant/respondent is entitled to certain rights and protections under federal and state law before a default judgment can be entered.
- For more information, see selfhelp.courts.ca.gov/military-defaults.

DECLARATION

(This declaration must be completed if item 9 is completed.)

I declare under penalty of perjury under the laws of the State of California that item 9, if completed, is true and correct.

Date: _____

 Type or Print Name

 Signature of Declarant

Plaintiff/Petitioner: Defendant/Respondent:	CASE NUMBER:
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4. a. (7) The name and last known address of the debtor as they appeared in the charge-off creditor's records prior to the sale of the debt;
- (8) The names and addresses of all persons or entities that purchased the debt after charge off, including the plaintiff debt buyer, in sufficient form so as to reasonably identify each such purchaser; and
- (9) That the plaintiff has complied with Civil Code section 1788.52.
- b. A copy of the contract or other document described in Civil Code section 1788.52(b) is attached to the complaint.

5. **Documentation requirements for default judgment.** *(You must complete this item if you are asking for entry of default.)*
 The following documents are submitted with this request for default judgment (Civ. Code, § 1788.60(a)–(c), Code Civ. Proc., § 585):
 - a. A copy of the contract or other document evidencing the debtor's agreement to the debt, authenticated through a sworn declaration. See Civil Code section 1788.52(b) regarding documentation, including for revolving credit accounts.
 - b. Business records, authenticated through a sworn declaration, to establish:
 - (1) That the plaintiff is EITHER the sole owner of the debt OR has the authority to assert the rights of all owners of the debt;
 - (2) The debt balance at charge off, and an explanation of the amount and nature of, and reason for, all post-charge-off interest and fees, if any, imposed by the charge-off creditor or any subsequent purchasers of the debt;
 - (3) The date of the default OR the date of the last payment;
 - (4) The name and address of the charge-off creditor at the time of charge off in sufficient form so as to reasonably identify the charge-off creditor, and the charge-off creditor's account number associated with the debt;
 - (5) The name and last known address of the debtor as they appeared in the charge-off creditor's records prior to the sale of the debt; and
 - (6) The names and addresses of all persons or entities that purchased the debt after charge off, including the plaintiff debt buyer, in sufficient form so as to reasonably identify each such purchaser.
 - c. **Proof of service of the summons** *(required if you are asking for entry of default under Code of Civil Procedure section 585(a) or (b)).*

Date:

Type or Print Name	Signature of Plaintiff or Attorney for Plaintiff
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FOR COURT USE ONLY	(1) <input type="checkbox"/> Default entered as requested on (date):
	(2) <input type="checkbox"/> Default NOT entered as requested (state reason):
	Clerk, by _____, Deputy

6. **Legal document assistant or unlawful detainer assistant (Bus. & Prof. Code, § 6400 et seq.).**
(You must complete this item if you are filing this form in an unlawful detainer case.)
 Did a registered legal document assistant or an unlawful detainer assistant give you advice or assistance with this form in exchange for compensation (money, property, or anything else of value)? ("Legal document assistant" and "unlawful detainer assistant" do not include lawyers and people supervised by lawyers. (Bus. & Prof. Code, §§ 6400–6415.))

 No Yes *(If yes, complete items 6a–f):*
 - a. Assistant's name:
 - b. Street address, city, and zip code:
 - c. Phone:
 - d. County of registration:
 - e. Registration no.:
 - f. Expires on (date):

7. **Declaration under Code of Civil Procedure section 585.5.** *(You must complete this item if you are asking for entry of default under Code of Civil Procedure section 585(a).)* This action
 - a. is is not on a contract or installment sale for goods or services subject to the Unruh Act (Civ. Code, § 1801 et seq.).
 - b. is is not on a conditional sales contract subject to the Rees-Levering Motor Vehicle Sales and Finance Act (Civ. Code, § 2981 et seq.).
 - c. is is not on an obligation for goods, services, loans, or extensions of credit subject to Code of Civil Procedure section 395(b).



Plaintiff/Petitioner: Defendant/Respondent:	CASE NUMBER:
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8. **Declaration of mailing (Code Civ. Proc., § 587).** *(You must complete this item if you are asking for entry of default.)*
 A copy of this *Request for Entry of Default* was
- a. **not mailed** to the following defendants, whose addresses are unknown to plaintiff or plaintiff's attorney (*names*):
- b. **mailed** first-class, postage prepaid, in a sealed envelope addressed to each defendant's attorney of record or, if none, to each defendant's last known address as follows:
- (1) Mailed on (*date*):
- (2) To (*specify names and addresses shown on the envelopes*):

DECLARATION

(This declaration must be completed if item 6, 7, or 8 is completed.)

I declare under penalty of perjury under the laws of the State of California that items 6, 7, and 8, if completed, are true and correct.
Date:

Type or Print Name	Signature of Declarant
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9. **Memorandum of costs.** *(You must complete this item if you are seeking costs.)*
 Costs and disbursements are as follows (Code Civ. Proc., § 1033.5):
- | | |
|--------------------------------|----|
| a. Clerk's filing fees | \$ |
| b. Process server's fees | \$ |
| c. Other (<i>specify</i>): | \$ |
| d. | \$ |
| e. TOTAL | \$ |
- f. Costs and disbursements are waived.
- g. I am the attorney, agent, or party who claims these costs. To the best of my knowledge and belief this memorandum of costs is correct and these costs were necessarily incurred in this case.
10. **Declaration of nonmilitary status.** *(You must complete this item if you are asking for a judgment)*
 No defendant/respondent named in item 1d is in the military service of the United States as defined by either the Servicemembers Civil Relief Act (see 50 U.S.C. § 3911(2)) or California Military and Veterans Code sections 400 and 402(f). I know that no defendant/respondent named in item 1d is in the U.S. military service because (*check all that apply*):
- a. the search results I received from <https://scra.dmdc.osd.mil/> say the defendant/respondent is not in the U.S. military service.
- b. I am in regular communication with the defendant/respondent and know that they are not in the U.S. military service.
- c. I recently contacted the defendant/respondent, and they told me that they are not in the U.S. military service.
- d. I know that the defendant/respondent was discharged from U.S. military service on or about (*date*):
- e. the defendant/respondent is not eligible to serve in the U.S. military because they are:
 incarcerated a business entity
- f. other (*specify*):

Note: If the defendant/respondent is in the military service, or their military status is unknown, the defendant/respondent is entitled to certain rights and protections under federal and state law before a default judgment can be entered. U.S. military status can be checked online at <https://scra.dmdc.osd.mil/>. For more information, see selfhelp.courts.ca.gov/military-defaults.

DECLARATION

(This declaration must be completed if item 9 or 10 is completed.)

I declare under penalty of perjury under the laws of the State of California that items 9 and 10, if completed, are true and correct.
Date:

Type or Print Name	Signature of Declarant
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PARTY WITHOUT ATTORNEY OR ATTORNEY: STATE BAR NUMBER: NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: EMAIL ADDRESS: ATTORNEY FOR (name):	FOR COURT USE ONLY DRAFT 04/03/2026 NOT APPROVED BY COUNCIL
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
Plaintiff/Petitioner: Defendant/Respondent:	
REQUEST FOR (Application) <input type="checkbox"/> Entry of Default <input type="checkbox"/> Judgment	CASE NUMBER:
For use only in actions under the Fair Debt Buying Practices Act (Civ. Code, § 1788.50 et seq.)	

1. On the complaint or cross-complaint filed
 - a. on (date):
 - b. by (name):
 - c. Enter default of defendant (names):
 - d. I request a judgment under Civil Code section 1788.60 and Code of Civil Procedure section 585 against defendant (names):

(If you check item 1d, testimony may be required. Check with the clerk regarding whether a hearing date is needed.)

e. Default was previously entered on (date):

2. **Judgment to be entered.**

	Amount	Credits acknowledged	Balance
a. Demand of complaint*	\$	\$	\$
b. Interest	\$	\$	\$
c. Costs (see item 9)	\$	\$	\$
d. Attorney fees	\$	\$	\$
e. TOTALS	\$	\$	\$

(* Must be established by business records, authenticated through a sworn declaration, submitted with this application. (Civ. Code, §§ 1788.58(a)(4), 1788.60(a).))

3. This action is not barred by the applicable statute of limitations (Civ. Code, § 1788.56).
4. **Requirements for the complaint.**
 - a. The complaint alleges ALL of the following (Civ. Code, §§ 1788.58, 1788.60):
 - (1) That the plaintiff is a debt buyer;
 - (2) A short, plain statement regarding the nature of the underlying debt and the consumer transaction from which it is derived;
 - (3) That the plaintiff is EITHER the sole owner of the debt OR has the authority to assert the rights of all owners of the debt;
 - (4) The debt balance at charge off and an explanation of the amount and nature of, and reason for, all post-charge-off interest and fees, if any, imposed by the charge-off creditor or any subsequent purchasers of the debt;
 - (5) The date of the default OR the date of the last payment;
 - (6) The name and address of the charge-off creditor at the time of charge off in sufficient form so as to reasonably identify the charge-off creditor, and the charge-off creditor's account number associated with the debt;

(List continues on next page.)



Plaintiff/Petitioner: Defendant/Respondent:	CASE NUMBER:
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4. a. (7) The name and last known address of the debtor as they appeared in the charge-off creditor's records prior to the sale of the debt;
- (8) The names and addresses of all persons or entities that purchased the debt after charge off, including the plaintiff debt buyer, in sufficient form so as to reasonably identify each such purchaser; and
- (9) That the plaintiff has complied with Civil Code section 1788.52.
- b. A copy of the contract or other document described in Civil Code section 1788.52(b) is attached to the complaint.
5. **Documentation requirements for default judgment.** *(You must complete this item if you are asking for entry of default.)*
The following documents are submitted with this request for default judgment (Civ. Code, § 1788.60(a)–(c), Code Civ. Proc., § 585):
- a. A copy of the contract or other document evidencing the debtor's agreement to the debt, authenticated through a sworn declaration. See Civil Code section 1788.52(b) regarding documentation, including for revolving credit accounts.
- b. Business records, authenticated through a sworn declaration, to establish:
- (1) That the plaintiff is EITHER the sole owner of the debt OR has the authority to assert the rights of all owners of the debt;
- (2) The debt balance at charge off, and an explanation of the amount and nature of, and reason for, all post-charge-off interest and fees, if any, imposed by the charge-off creditor or any subsequent purchasers of the debt;
- (3) The date of the default OR the date of the last payment;
- (4) The name and address of the charge-off creditor at the time of charge off in sufficient form so as to reasonably identify the charge-off creditor, and the charge-off creditor's account number associated with the debt;
- (5) The name and last known address of the debtor as they appeared in the charge-off creditor's records prior to the sale of the debt; and
- (6) The names and addresses of all persons or entities that purchased the debt after charge off, including the plaintiff debt buyer, in sufficient form so as to reasonably identify each such purchaser.
- c. **Proof of service of the summons** *(required if you are asking for entry of default under Code of Civil Procedure section 585(a) or (b)).*

Date: _____

Type or Print Name
Signature of Plaintiff or Attorney for Plaintiff

FOR COURT USE ONLY	(1) <input type="checkbox"/> Default entered as requested on (date):
	(2) <input type="checkbox"/> Default NOT entered as requested (state reason):
	Clerk, by _____, Deputy

6. **Legal document assistant or unlawful detainer assistant (Bus. & Prof. Code, § 6400 et seq.).**
(You must complete this item if you are filing this form in an unlawful detainer case.)
- Did a registered legal document assistant or an unlawful detainer assistant give you advice or assistance with this form in exchange for compensation (money, property, or anything else of value)? ("Legal document assistant" and "unlawful detainer assistant" do not include lawyers and people supervised by lawyers. (Bus. & Prof. Code, §§ 6400–6415.))
- No Yes *(If yes, complete items 6a–f):*
- a. Assistant's name: _____
- b. Street address, city, and zip code: _____
- c. Phone: _____
- d. County of registration: _____
- e. Registration no.: _____
- f. Expires on (date): _____
7. **Declaration under Code of Civil Procedure section 585.5.** *(You must complete this item if you are asking for entry of default under Code of Civil Procedure section 585(a).)* This action
- a. is is not on a contract or installment sale for goods or services subject to the Unruh Act (Civ. Code, § 1801 et seq.).
- b. is is not on a conditional sales contract subject to the Rees-Levering Motor Vehicle Sales and Finance Act (Civ. Code, § 2981 et seq.).
- c. is is not on an obligation for goods, services, loans, or extensions of credit subject to Code of Civil Procedure section 395(b).

Plaintiff/Petitioner: Defendant/Respondent:	CASE NUMBER:
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8. **Declaration of mailing (Code Civ. Proc., § 587).** *(You must complete this item if you are asking for entry of default.)*
 A copy of this *Request for Entry of Default* was
- a. **not mailed** to the following defendants, whose addresses are unknown to plaintiff or plaintiff's attorney (*names*):
- b. **mailed** first-class, postage prepaid, in a sealed envelope addressed to each defendant's attorney of record or, if none, to each defendant's last known address as follows:
- (1) Mailed on (*date*):
- (2) To (*specify names and addresses shown on the envelopes*):

DECLARATION

(This declaration must be completed if item 6, 7, or 8 is completed.)

I declare under penalty of perjury under the laws of the State of California that items 6, 7, and 8, if completed, are true and correct.
Date:

Type or Print Name	Signature of Declarant
--------------------	------------------------

9. **Memorandum of costs.** *(You must complete this item if you are seeking costs.)*
 Costs and disbursements are as follows (Code Civ. Proc., § 1033.5):
- | | |
|--------------------------------|----|
| a. Clerk's filing fees | \$ |
| b. Process server's fees | \$ |
| c. Other (<i>specify</i>): | \$ |
| d. | \$ |
| e. TOTAL | \$ |
- f. Costs and disbursements are waived.
- g. I am the attorney, agent, or party who claims these costs. To the best of my knowledge and belief this memorandum of costs is correct and these costs were necessarily incurred in this case.

10. **Declaration of nonmilitary status.** *(You must complete this item if you are asking for a judgment)*
 No defendant/respondent named in item 1d is in the military service of the United States as defined by either the Servicemembers Civil Relief Act (see 50 U.S.C. § 3911(2)) or California Military and Veterans Code sections 400 and 402(f). I know that no defendant/respondent named in item 1d is in the U.S. military service because (*check all that apply*):
- a. the search results I received from <https://scra.dmdc.osd.mil/> say the defendant/respondent is not in the U.S. military service.
- b. I am in regular communication with the defendant/respondent and know that they are not in the U.S. military service.
- c. I recently contacted the defendant/respondent, and they told me that they are not in the U.S. military service.
- d. I know that the defendant/respondent was discharged from U.S. military service on or about (*date*):
- e. the defendant/respondent is not eligible to serve in the U.S. military because they are:
 incarcerated a business entity
- f. other (*specify*):

Note: If the defendant/respondent is in the military service, or their military status is unknown, the defendant/respondent is entitled to certain rights and protections under federal and state law before a default judgment can be entered. U.S. military status can be checked online at <https://scra.dmdc.osd.mil/>. For more information, see selfhelp.courts.ca.gov/military-defaults.

DECLARATION

(This declaration must be completed if item 9 or 10 is completed.)

I declare under penalty of perjury under the laws of the State of California that items 9 and 10, if completed, are true and correct.
Date:

Type or Print Name	Signature of Declarant
--------------------	------------------------

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: EMAIL ADDRESS: ATTORNEY FOR (name):	FOR COURT USE ONLY DRAFT 03/06/2026 NOT APPROVED BY COUNCIL
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF: DEFENDANT:	
NOTICE OF ENTRY OF JUDGMENT ON SISTER-STATE JUDGMENT	CASE NUMBER:

1. To judgment debtor (name):
2. **You are notified**
 - a. Upon application of the judgment creditor, a judgment against you has been entered in this court as follows:
 - (1) Judgment creditor (name):
 - (2) Amount of judgment entered in this court: \$
 - b. This judgment was entered based upon a sister-state judgment previously entered against you as follows:
 - (1) Sister state (name):
 - (2) Sister state court (name and location):
 - (3) Judgment entered in sister state on (date):
 - (4) Title of case and case number (specify):

A sister-state judgment has been entered against you in a California court. Unless you file a motion to vacate the judgment in this court within **30 days** after service of this notice, this judgment will be final.

The judgment could be enforced against you in this court, and your wages, money, and property could be taken **without further warning** from the court.

If the judgment creditor has already begun enforcing the judgment against you in this court, any property that has been taken will not be given to the judgment creditor until 30 days after you are served with this notice.

Date: _____ Clerk, by _____, Deputy

3. NOTICE TO THE PERSON SERVED: You are served
 - a. as an individual judgment debtor.
 - b. under the fictitious name of (specify):
 - c. on behalf of (specify):

[SEAL]

- Under the following section of the Code of Civil Procedure:
- | | |
|--|---|
| <input type="checkbox"/> 416.10 (corporation) | <input type="checkbox"/> 416.60 (minor) |
| <input type="checkbox"/> 416.20 (defunct corporation) | <input type="checkbox"/> 416.70 (conservatee) |
| <input type="checkbox"/> 416.40 (association or partnership) | <input type="checkbox"/> 416.90 (individual) |
| <input type="checkbox"/> other: | |

(For proof of service of this notice, use Proof of Service of Summons (form POS-010.)

ATTORNEY OR PARTY WITHOUT ATTORNEY STATE BAR NO: NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO. : EMAIL ADDRESS: ATTORNEY FOR (name):	DRAFT 03/18/2026 NOT APPROVED BY COUNCIL
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITION OF <i>(name of each petitioner)</i> : <p style="text-align: right;">FOR CHANGE OF NAME</p>	
PROOF OF SERVICE OF ORDER TO SHOW CAUSE BY <input type="checkbox"/> PERSONAL DELIVERY <input type="checkbox"/> MAILING (OUTSIDE CALIFORNIA ONLY)	CASE NUMBER:
<p style="color: green;">Note: You must complete a separate proof of service for each person served.</p>	

1. At the time of mailing or personal delivery, I was at least 18 years of age and **not a party** to this proceeding.

2. My residence or business address is *(specify)*:

3. I personally delivered or mailed a copy of the *(title of document)*:

as follows *(complete either a or b)*:

a. **Personal delivery.** I personally delivered a copy to the person served as follows:

- (1) Name of person served:
- (2) Address where delivered:

- (3) Date delivered:
- (4) Time delivered:

(If you check item 3a, you must complete item 4.)

b. **Mail.** I mailed a copy to the person served, who is outside the state of California.

- (1) I enclosed a copy in an envelope and mailed the sealed envelope to the person served by first-class mail, postage prepaid, return receipt requested, to the address outside of California listed below.
- (2) The envelope was addressed and mailed as follows:
 - (a) Name of person served:
 - (b) Address on envelope:
- (c) Date of mailing:
- (d) Place of mailing *(city and state)*:



ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO. : EMAIL ADDRESS: ATTORNEY FOR (name):	STATE BAR NO:	DRAFT 03/18/2026 NOT APPROVED BY COUNCIL
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
PETITION OF (name of each petitioner): FOR CHANGE OF NAME OR GENDER TO CONFORM TO GENDER IDENTITY		
PROOF OF SERVICE OF ORDER TO SHOW CAUSE BY <input type="checkbox"/> PERSONAL DELIVERY <input type="checkbox"/> MAILING (OUTSIDE CALIFORNIA ONLY)		CASE NUMBER:
<i>Note: You must complete a separate proof of service for each person served.</i>		

1. At the time of mailing or personal delivery, I was at least 18 years of age and **not a party** to this proceeding.

2. My residence or business address is (specify):

3. I personally delivered or mailed a copy of the (title of document):

as follows (complete either a or b):

a. **Personal delivery.** I personally delivered a copy to the person served as follows:

- (1) Name of person served:
- (2) Address where delivered:

- (3) Date delivered:
- (4) Time delivered:

(If you check item 3a, you must complete item 4.)

b. **Mail.** I mailed a copy to the person served, who is outside the state of California.

- (1) I enclosed a copy in an envelope and mailed the sealed envelope to the person served by first-class mail, postage prepaid, return receipt requested, to the address outside of California listed below.
- (2) The envelope was addressed and mailed as follows:
 - (a) Name of person served:
 - (b) Address on envelope:
 - (c) Date of mailing:
 - (d) Place of mailing (city and state):



SHORT TITLE:	CASE NUMBER:
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4. **Photo of the location of service.** *(If you checked item 3a, you **must** check the box for item 4 and complete item 4a or 4b. (Code Civ. Proc., § 417.10(a).))*
- a. I have attached a photo of where I served the papers. The time I took the photo was as close as possible to the time I served the papers.
- (1) Stamp requirements. *(Check (a) or (b)):*
- (a) The photo contains a readable stamp that shows the date, time, and global positioning system (GPS) or equivalent coordinates of when and where the photo was taken. The information in the stamp was automatically recorded when the photo was taken.
- (b) The photo does **not** contain a stamp showing the GPS or equivalent coordinates because I did not have a signal when the photo was taken *(explain why you didn't have a GPS, mobile, or other signal when taking the photo):*
- (2) Was the location a home or a business? *(Check (a), (b), or (c)):*
- (a) No.
- (b) Yes, and the photo shows the door of the home or business.
- (c) Yes, and the photo shows the entrance of the home or specific office or place of business because the door was not accessible *(explain why the door was not accessible):*
- b. I have not attached a photo of where I served the papers because taking a photo would have risked my safety *(explain):*

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

Date:

Type or Print Name of Declarant

Signature of Declarant

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: EMAIL ADDRESS: ATTORNEY FOR (name):	FOR COURT USE ONLY DRAFT 03/18/2026 NOT APPROVED BY COUNCIL
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
PROOF OF SERVICE OF SUMMONS	Ref. No. or File No.:
Note: You must complete a separate proof of service for each party served.	

1. At the time of service I was at least 18 years of age and not a party to this action.
2. I served copies of:
 - a. Summons
 - b. Complaint
 - c. Alternative Dispute Resolution (ADR) package
 - d. Civil Case Cover Sheet *(must be served in cases that are complex under California Rules of Court, rule 3.400 et seq.)*
 - e. Cross-complaint
 - f. Other (e.g., form CIV-050, EJ-110, EJ-115) *(specify documents):*
3. a. Party served *(specify name of party as shown on documents served):*
 - b. I served a person who is not the party in item 3a because they are an authorized agent of the party or the party is an entity: *(Specify name and relationship to the party. Do not check item 3b for substituted service; instead, check item 5b.)*
4. Address where the party was served:
5. I served the party *(complete a, b, c, or d)*
 - a. **by personal service** (Code Civ. Proc., § 415.10). I personally delivered the documents checked in item 2 to the party or a person authorized to receive service of process for the party on *(date):* _____ at *(time):* _____
 - b. **by substituted service.** (Code Civ. Proc., § 415.20.) *(Complete both (1) and (2), as well as (3) if applicable. If different people personally deliver and mail the documents, each person should complete a separate form POS-010.)*
 - (1) I personally delivered the documents checked in item 2 to the address in item 4 to *(check one):*
 - (a) **(business)** a person at least 18 years of age apparently in charge at the office or usual place of business of the party in item 3a. I informed them of the general nature of the papers.
 - (b) **(home)** a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the party in item 3a. I informed them of the general nature of the papers.
 - (c) **(physical address unknown)** a person at least 18 years of age apparently in charge at the usual mailing address of the party in item 3a (not a USPS post office box). I informed them of the general nature of the papers.

I did this on *(date):* _____ at *(time):* _____
 Name and title, relationship to person in item 3, or description of the person I delivered the documents to:
 - (2) I mailed (by USPS first-class mail, Priority Mail with tracking, or certified mail with return receipt requested, with postage prepaid) copies of the documents to the party in item 3a to the address in item 4:
 on *(date):* _____ from *(city):* _____ or a declaration of mailing is attached.
 - (3) I attach a **declaration of diligence** stating actions taken first to attempt personal service. *(You may use Declaration of Diligence—Service of Summons (form POS-012) for this purpose.)*



PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
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5. c. **by mail and acknowledgment of receipt of service** (Code Civ. Proc., § 415.30). I mailed to the party the documents listed in item 2, to the address shown in item 4, by first-class mail, postage prepaid,
- (1) on *(date)*:
- (2) from *(city)*:
- (3) with two copies of the *Notice and Acknowledgment of Receipt* and a postage-paid return envelope addressed to me. I have attached the completed *Notice and Acknowledgment of Receipt*.
- d. **by certified or registered mail service** (Code Civ. Proc., § 415.40). I mailed to the party the documents listed in item 2, to an address outside California, by first-class mail, postage prepaid, with return receipt requested. I have attached a copy of the completed return receipt.
- e. *(unlawful detainer only)* **by posting and mailing** (Code Civ. Proc., § 415.45). *(Both (1) and (2) must be completed. If posting and mailing are completed by two different people, each person should complete a separate form POS-010.)*
- (1) I posted the summons on the premises in the manner ordered by the court. I did this on *(date)*:
 at *(address)*:
- (2) I mailed a copy of the summons and complaint by certified mail to the party's last known address
 at *(address)*:
 on *(date)*:
- f. **by other means** *(specify means of service and authorizing code section)*:

Check here if more space is needed for your answer and provide it on a page labeled "Attachment 5f."

6. The "Notice to the Person Served" (on the summons) was completed as follows:
- a. as an individual defendant.
- b. as the person sued under the fictitious name of *(specify)*:
- c. as occupant.
- d. On behalf of *(specify)*:
 under the following Code of Civil Procedure section:
- | | |
|---|---|
| <input type="checkbox"/> 416.10 (corporation) | <input type="checkbox"/> 415.95 (business organization, form unknown) |
| <input type="checkbox"/> 416.20 (defunct corporation) | <input type="checkbox"/> 416.60 (minor) |
| <input type="checkbox"/> 416.30 (joint stock company/association) | <input type="checkbox"/> 416.70 (ward or conservatee) |
| <input type="checkbox"/> 416.40 (association or partnership) | <input type="checkbox"/> 416.90 (authorized person) |
| <input type="checkbox"/> 416.50 (public entity) | <input type="checkbox"/> 415.46 (occupant) |
| | <input type="checkbox"/> other: |

7. Person who served papers

- a. Name:
- b. Address:
- c. Telephone number:
- d. The fee for service was: \$
- e. I am *(check one)*:
- (1) a California sheriff or marshal.
- (2) a registered California process server:
- (a) owner employee independent contractor.
- (b) Registration No.:
- (c) County:
- (3) not a registered California process server.
- (4) exempt from registration under Business and Professions Code section 22350(b).



PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
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8. **Photo of the location of service.** *(If you checked item 5a, 5b, or 5e, you **must** check the box for item 8 and complete item 8a or 8b. (Code Civ. Proc., § 417.10(a).))*

a. I have attached a photo of where I served the papers. The time I took the photo was as close as possible to the time I served the papers. *(If you checked item 5b, the photo should show the location where you left the papers with the person identified in item 5b. If you checked item 5e, the photo should show the location where you posted the papers.)*

(1) Stamp requirements. *(Check (a) or (b)):*

- (a) The photo contains a readable stamp that shows the date, time, and global positioning system (GPS) or equivalent coordinates of when and where the photo was taken. The information in the stamp was automatically recorded when the photo was taken.
- (b) The photo does **not** contain a stamp showing the GPS or equivalent coordinates because I did not have a signal when the photo was taken *(explain why you didn't have a GPS, mobile, or other signal when taking the photo):*

(2) Was the location a residence or a place of business? *(Check (a), (b), or (c)):*

- (a) No.
- (b) Yes, and the photo shows the door of the home or business.
- (c) Yes, and the photo shows the entrance of the home or specific office or place of business because the door was not accessible *(explain why the door was not accessible):*


b. I have not attached a photo of where I served the papers because taking a photo would have risked my safety *(explain):*

9. **Verification** *(check one):*

- a. **I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
- b. **I am a California sheriff or marshal** and I certify that the foregoing is true and correct.

Date:

 Name of Person Who Served Papers/Sheriff or Marshal

 _____
 Signature

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: EMAIL ADDRESS: ATTORNEY FOR (name):	FOR COURT USE ONLY DRAFT 03/18/2026 NOT APPROVED BY COUNCIL
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
DECLARATION OF DILIGENCE—SERVICE OF SUMMONS	Ref. No. or File No.:
Use this form: <ul style="list-style-type: none"> • To show that the summons and complaint may be served under Code of Civil Procedure section 415.20 (substitute service) because the server has used reasonable diligence (good faith attempts on three different days at three different times) to try to personally serve the summons and complaint and has not succeeded. • As part of a request to the court to allow service of an unlawful detainer summons under Code of Civil Procedure section 415.45 (service by posting and mailing) because the summons cannot be served with reasonable diligence (see definition above) in any other way. This form should be completed by the server who tried to serve the summons. If more than one server tried to serve the summons, each server should complete a separate <i>Declaration of Diligence—Service of Summons</i> .	

1. Person who tried to serve the papers

- a. Name:
- b. I am at least 18 years old and am not a party to this case.
- c. Address:
- d. Telephone number:
- e. I am (*check one*):
 - (1) a California sheriff or marshal.
 - (2) a registered California process server:
 - (a) owner employee independent contractor
 - (b) Registration No.: _____ County: _____
 - (3) not a registered California process server.
 - (4) exempt from registration under Business and Professions Code section 22350(b).

2. a. Party I tried to serve (*specify name of party as shown on documents served*):

- b. I tried to serve a person who is not the party in item 2a because they are an authorized agent of the party or the party is an entity (*specify name and relationship to the party named in item 2a*):

3. Attempts to personally serve. I tried in good faith to personally deliver the summons and complaint to the party in 2 on:

- a. (*date*): _____ at (*time*): _____
 at (*address*): _____
 - b. (*date*): _____ at (*time*): _____
 at (*address*): _____
 - c. (*date*): _____ at (*time*): _____
 at (*address*): _____
- Check here if you tried to personally serve the summons and complaint on additional dates and times and write the date, time, and address of those attempts on a separate page labeled "Attachment 3." You may use form MC-025.



PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
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4. **Photo of the location of service.** (For each attempt to serve you listed in item 3, you must attach a photo of where you tried to serve the papers or explain why it was not safe for you to take a photo.)

a. For the attempt listed in 3a (check (1) or (2)):

(1) I have attached a photo of where I tried to serve the papers. The time I took the photo was as close as possible to the time I served the papers.

(a) Stamp requirements. (Check (i) or (ii)):

(i) The photo contains a readable stamp that shows the date, time, and global positioning system (GPS) or equivalent coordinates of when and where the photo was taken. The information in the stamp was automatically recorded when the photo was taken.

(ii) The photo does **not** contain a stamp showing the GPS or equivalent coordinates because I did not have a signal when the photo was taken (explain why you didn't have a GPS, mobile, or other signal):

(b) Was the location a residence or a place of business? (Check (i), (ii), or (iii)):

(i) No.

(ii) Yes, and the photo shows the front door of the home or business.

(iii) Yes, and the photo shows the entrance of the home or specific office or place of business because the door was not accessible (explain why the door was not accessible):

(2) I have not attached a photo because taking a photo would have risked my (the server's) safety (explain):

b. For the attempt listed in 3b (check (1) or (2)):

(1) I have attached a photo of where I tried to serve the papers. The time I took the photo was as close as possible to the time I served the papers.

(a) Stamp requirements. (Check (i) or (ii)):

(i) The photo contains a readable stamp that shows the date, time, and global positioning system (GPS) or equivalent coordinates of when and where the photo was taken. The information in the stamp was automatically recorded when the photo was taken.

(ii) The photo does **not** contain a stamp showing the GPS or equivalent coordinates because I did not have a signal when the photo was taken (explain why you didn't have a GPS, mobile, or other signal):

(b) Was the location a residence or a place of business? (Check (i), (ii), or (iii)):

(i) No.

(ii) Yes, and the photo shows the front door of the home or business.

(iii) Yes, and the photo shows the entrance of the home or specific office or place of business because the door was not accessible (explain why the door was not accessible):

(2) I have not attached a photo because taking a photo would have risked my (the server's) safety (explain):



PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
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4. c. For the attempt listed in 3c (check (1) or (2)):
- (1) I have attached a photo of where I tried to serve the papers. The time I took the photo was as close as possible to the time I served the papers.
 - (a) Stamp requirements. (Check (i) or (ii)):
 - (i) The photo contains a readable stamp that shows the date, time, and global positioning system (GPS) or equivalent coordinates of when and where the picture was taken. The information in the stamp was automatically recorded when the photo was taken.
 - (ii) The photo does **not** contain a stamp showing the GPS or equivalent coordinates because I did not have a signal when the photo was taken (explain why you didn't have a GPS, mobile, or other signal):
 - (b) Was the location a residence or a place of business? (Check (i), (ii), or (iii)):
 - (i) No.
 - (ii) Yes, and the photo shows the front door of the home or business.
 - (iii) Yes, and the photo shows the entrance of the home or specific office or place of business because the door was not accessible (explain why the door was not accessible):
- (2) I have not attached a photo because taking a photo would have risked my (the server's) safety (explain):
- Check here if you made more than three attempts. Attach a separate page labeled "Attachment 4" and provide the required information about the photo of the location of each service attempt. You may use form MC-025 for this purpose.
5. I am trying to serve the summons in an unlawful detainer case and I have tried service methods other than personal service. (For each attempt, describe the service method and give the date, time, and address of the attempt. If you tried substituted service, you must include a photo of the location where you tried to personally deliver the documents.)

Check here if you need more space for your answer and attach a separate page labeled "Attachment 5." You may use form MC-025 for this purpose.

6. **Verification** (check one):
- a. I **declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
 - b. I am a **California sheriff or marshal** and I certify that the foregoing is true and correct.

Date:

 Name of Person Who Served Papers/Sheriff or Marshall

▶ _____
 Signature

Clerk stamps date here when form is filed.

**DRAFT
03/16/2026
NOT APPROVED
BY COUNCIL**

This form is used for proof of service of papers related to a civil harassment or elder or dependent adult abuse prevention restraining order. **Do not use this form unless** the court has signed *Order Granting Alternative Service* (form CH-117/EA-117).

1 Protected Party/Petitioner: _____

2 Restrained Party: _____

3 I served the person in 2 a copy of the documents checked below:

(Serve the documents listed in item 4 of Order Granting Alternative Service. The form numbers (such as CH-100 or EA-100) on the documents you serve will depend on the type of case. For example, form numbers that start with CH are used in cases for civil harassment prevention restraining orders.)

- a. Request for restraining orders (file-stamped) (form CH-100 or EA-100)
- b. Temporary restraining order (file-stamped) (form CH-110 or EA-110)
- c. Response to request for restraining orders (blank copy of form CH-120 or EA-120)
- d. *How Can I Respond to a Request for Restraining Orders?* (form CH-120-INFO or EA-120-INFO)
- e. *Summons* (file-stamped) (form CH-210 or EA-210)
- f. Form CH-170, *Notice of Order Protecting Information of Minor*, and form CH-165, *Order on Request to Keep Minor’s Information Confidential* (file-stamped)
- g. Order setting new hearing date (form CH-116, form EA-116, or other order)
- h. *Order Granting Alternative Service* (file-stamped) (form CH-117/EA-117)
- i. Other: *(specify):* _____

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number: _____

4 Server’s Information

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Fee for service: \$ _____

If you are a registered process server:

County of registration: _____ Registration number: _____



5 Service Method

(Fill out 5a or 5b):

a. **Substituted Service:**

Substituted service is not complete until the documents are given to a person at the home, workplace, or usual mailing address of the person in (2) and mailed to the person in (2). If these steps are completed by different people, each person must complete a separate *Proof of Alternative Service—Restraining Order* (form POS-060).

(1) I personally gave copies of the documents checked in (3) to (check one):

(a) A competent adult (at least 18) at the **home** of, and living with the person in (2).

(b) An adult who seems to be in charge where the person in (2) usually **works**.

(c) An adult who seems to be in charge where the person in (2) usually **receives mail**, or has a private post office box (not a U.S. Post Office box), because there is no known physical address for the person in (2).

I told that adult, "Please give these court papers to (name of person in (2))."

I did this on (date): _____ At (time): _____ a.m. p.m.

At this address: _____

City: _____ State: _____ Zip: _____

Name or description of the person I gave the documents to:

(2) I mailed copies of the documents checked in (3) by U.S. Postal Service first-class mail, Priority Mail with tracking, or Certified Mail with return receipt requested, with postage prepaid. The envelope was addressed to the person in (2) and mailed to the address in (5)a(1).

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

by leaving it (check one):

(a) At a U.S. Postal Service mail drop.

(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.

b. **Email or Other Electronic Technology.** I served the person in (2) with the documents checked in (3) by:

(1) **Email.** I sent copies of the documents to the following email address (specify):

I emailed the documents on (date): _____

The email address I used to send the documents is (specify): _____

(2) **Other electronic technology** (specify date completed and method used, including the account name, username, or other contact information for yourself and the person in (2)):



5 b. (3) I also mailed copies of the documents to the person in 2
At this address: _____
City: _____ State: _____ Zip: _____
I mailed the documents on (date): _____
from (city, state): _____

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

Type or print server's name

 _____
Server signs here after serving

Clerk stamps date here when form is filed.

DRAFT
03/18/2026
NOT APPROVED
BY COUNCIL

Use this form to serve a person, a business, or a public entity. To learn more about proof of service, read What Is "Proof of Service"?

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

Fill in court name and street address:

Superior Court of California, County of

Fill in case number, case name, hearing date, day, time, and department below:

Case Number:

Case Name:

Hearing Date:

Time:

Dept.:

1 Person, Business, or Public Entity Served

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

Business or Agency Name

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 to one of the following people:
A competent adult (at least 18) living with, and at the home of the person in 1, or
An adult (at least 18) who seems to be in charge at the usual workplace of the person in 1, or
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.
If the documents were given to someone other than the person in 1, mail a copy of the documents to the person in 1.
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.

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 (form SC-134, SC-136, AT-138/EJ-125, or EJ-141) (If you want to be able to ask the court to enforce the order on the judgment debtor, the order must be served on the judgment debtor in person (4a on this form) by a sheriff, marshal, or registered process server.)
d. Other (specify):



Case name: _____

Case Number: _____

4 Service Method (Fill out 4a or 4b):

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

On (date): _____ At (time): _____ a.m. p.m.

At this address: _____

City: _____ State: _____ Zip: _____

b. **Substituted Service:**

(1) I personally gave copies of the documents checked in (3) to (check one):

(a) A competent adult (at least 18) at the **home** of, and living with the person in (1), or

(b) An adult who seems to be in charge where the person in (1) usually **works**, or

(c) 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): _____ a.m. p.m.

At this address: _____

City: _____ State: _____ Zip: _____

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

(You must fill out (6) and either attach a photo of where you gave this person the papers, or explain why it was not safe for you to take a photo.)

(2) **After the documents were personally delivered to the person in b(1), copies were mailed to the person in (1) (check one):**

(a) **By me.** I put copies of the documents listed in (3) in an envelope and sealed the envelope.

I addressed the envelope to the person in (1) at the address where I left the copies. **I mailed the envelope by U.S. Postal Service first-class mail, Priority Mail with tracking, or Certified Mail with return receipt requested, with postage prepaid.**

I mailed the envelope on (date): _____

from (city, state): _____ by leaving it (check one):

(i) At a U.S. Postal Service mail drop.

(ii) 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.

(b) **By someone else.** I have attached that person's completed form SC-104A.

5 Server's Information

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Fee for service: \$ _____

If you are a registered process server:

County of registration: _____ Registration number: _____



Case name: _____

Case Number: _____

6 Photo of the Location of Service

(Fill out 6 if you served form SC-100, Plaintiff’s Claim and ORDER to Go to Small Claims Court or form SC-120, Defendant’s Claim and ORDER to Go to Small Claims Court by substituted service (4b)).

- a. I served form SC-100 or form SC-120 by substituted service and I have attached a photo of the place where I personally gave the papers to the person identified in (4)b. The time I took the photo was as close as possible to the time I served the papers.

(1) Stamp requirements. (Check (a) or (b)):

- (a) The photo contains a readable stamp that shows the date, time, and global positioning system (GPS) or equivalent coordinates of when and where the photo was taken. The information in the stamp was automatically recorded when the photo was taken.
- (b) The photo does **not** contain a stamp showing the GPS or equivalent coordinates because I did not have a signal when the photo was taken (explain why you did not have a GPS, mobile, or other signal when taking the photo):

(2) Was the location a residence or a place of business? (Check (a), (b), or (c)):

- (a) No.
- (b) Yes, and the photo shows the door of the home or business.
- (c) Yes, and the photo shows the entrance of the home or specific office or place of business because the door was not accessible (explain why the door was not accessible):

- b. I served form SC-100 or form SC-120 by substituted service, but I have not attached a photo of where I served the papers because taking a photo would have risked my safety (explain):

7 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: _____

Type or print server’s name

▶ _____
Server signs here after serving

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.

**DRAFT
3/16/2026
NOT APPROVED
BY COUNCIL**

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 into an envelope and sealed the envelope. I addressed the envelope to the person, business, or public entity listed in ②. I mailed the envelope **by U.S. Postal Service first-class mail, Priority Mail with tracking, or Certified Mail with return receipt requested, with postage prepaid, by leaving it at (check one):**

- a. A U.S. Postal Service mail drop.
- 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

1 What is “service”?

“Service” or “serving” is when someone—*not you or anyone else listed in this case*—gives a copy of your court papers to the person, business, or public entity you are suing. Service lets the other party know:

- What you are asking for;
- When and where the trial will be; *and*
- What the party can choose to do.

There are strict rules for serving court papers. This form explains how to serve these forms:

- Form [SC-100](#), *Plaintiff’s Claim*
- Form [SC-120](#), *Defendant’s Claim*

2 How is service done?

This form tells you how to serve by *personal* service or *substituted* service.

Personal service means someone gives the papers directly to the person being sued. **If you are suing a business or public entity, the papers may be given to a person (called an “agent”) who is authorized to accept service.**

Substituted service means someone gives the papers to an adult where the person lives, works, or receives mail (including a private post office box, but not a U.S. Postal Service P.O. Box).

3 What if the court papers do not get served?

The judge cannot hear your case unless the court papers were served correctly.

4 Can the court serve the papers for me?

Yes. You can pay the court to mail your claim to the person you are suing. But if the person you are suing or the person’s agent for service doesn’t sign the U.S. Postal Service mail receipt with **their** complete name, or if someone else signs the receipt, you will have to serve again using personal or substituted service.

5 Who can serve?

You can ask a friend, a process server, or the sheriff. The server must be at least 18 and not listed in the case.

A “process server” is someone you pay to deliver court forms. **Look online for information about “process serving” in your area.** The sheriff (or marshal if your county has one) can also deliver court forms. Ask the court clerk how to contact the sheriff, **or look online for the contact information for your county sheriff.** You must pay **these servers**, unless you qualify for a fee waiver.

6 How is *personal* service done?

Ask someone who is at least 18 and not listed in this case to personally “serve” (give) a copy of your court papers to the person or the agent authorized to accept court papers for the person, business, or public entity. **(See form [SC-104C](#), *How to Serve a Business or Public Entity*.)**

Give the server a separate *Proof of Service* for each person, business, or public entity you are suing. Tell the server to:

- Walk up to the person to be served and say, “These are court papers.”
- Give the person copies of the papers. If the person won’t take the papers, just leave them near the person. It doesn’t matter if the person tears the papers up.
- Fill out and sign form SC-104, *Proof of Service*.

7 How is *substituted* service done?

If you don’t want to use personal service or can’t find the person to be served, ask someone who is at least 18 and not listed in this case to serve the court papers.

Give the server a separate *Proof of Service* form for each person, business, or public entity you are suing. Tell the server to give the papers to:

- A competent adult (at least 18) at the home of and living with the person to be served *or*
- An adult who seems to be in charge where the person to be served usually works *or*
- An adult who seems to be in charge where the person receives mail (including a private mailbox, but **not** a U.S. Postal Service P.O. Box). *Note:* This **option** is only for cases where **you don’t know, and can’t find out**, the physical address of the person to be served.

Ask the server to do the following:

- **Walk up to the person** and say, “Please give these court papers to [name of person to be served].” **On *Proof of Service*, write down that person’s name. If the person does not give their name, write a description of them instead of their name.**
- Give that person copies of the papers. If the person won’t take the papers, just leave them near the person.
- **Take a photo of the place where the server handed the documents to the person. Read [12](#) for more information about this step.**
- Mail another copy of the papers (by **U.S. Postal Service first-class mail, Priority Mail with tracking, or Certified Mail with return receipt requested**) to the person being sued at the same address where you left the papers.
- Fill out and sign form SC-104, *Proof of Service*.



8 What does the server do with the original Proof of Service form?

If a process server or sheriff served the papers, **they** can file form SC-104, *Proof of Service*, with the clerk. If the server used a different *Proof of Service* form, ask **them** to list each paper served on the form. Also make sure that the registered server files the original directly with the court and mails you a copy of the filed form. Take **this copy** with you when you go to court.

If a friend served the papers, tell **them** to give the completed form back to you. File the original completed *Proof of Service* form **5 days before** your trial. Keep a copy for your records and take the copy with you when you go to court.

9 Who do I have to serve?

If you are suing a person (or people)—not a business or public entity—serve each person you are suing. For example, if you were in a car accident and you are suing the owner and the driver of the car, you must list the names of the owner *and* the driver on your claim and serve both people.

Examples:

If the owner and driver are the same person:

Lee Smith, owner and driver

If the owner and driver are not the same person:

Lee Smith, driver

Bob Smith, owner

If you are suing a business, an association, or a public entity, read form [SC-104C](#), *How to Serve a Business or Public Entity*.

10 When do the court forms have to be served?

- If you are serving form SC-100, *Plaintiff’s Claim*, look at the trial date on page 1. (If there is more than one trial date, look at the first one.) Then, look at a calendar.

For *personal* service, subtract 15 days from the trial date (or 20 days if the person, business, or public entity is located outside the county). That’s the deadline for serving your small claims forms. But you can serve the forms before the deadline.

For *substituted* service, subtract 25 days from the **trial date** (or 30 days if the person, business, or public entity is located outside the county). That’s the deadline for **the server to mail a copy of the court papers (as described in 7)**. But you can serve the forms before the deadline.

If the person, business, or public entity to be served is outside California or if you are serving a different form, ask the Small Claims Advisor for more information.

- If you are serving form SC-120, *Defendant’s Claim*, look at the **hearing** date on page 1. Then look at a calendar.

For *personal* or *substituted* service, subtract 5 days from the **hearing** date. That’s the deadline for serving your small claims forms if you were served at least 11 days before the **hearing**. If you were served 10 days or less before the **hearing** date, you must serve at least 1 day before the **hearing**. But you can serve the forms before the deadline.

11 What if I can’t get the court papers served before the trial?

If you were not able to serve your claim (form SC-100 or SC-120) before the deadline for service, talk to your Small Claims Clerk. Each county has its own rules.

If you already served your claim on some parties but not everyone you are suing, you may need to fill out and file form SC-150, *Request to Postpone Trial*, at least 10 days before the trial date (or explain why you couldn’t meet the 10-day deadline). Then give or mail a copy of this form to all other plaintiffs and defendants listed on your court papers. The court may postpone your trial for 15 days or more.

12 For substituted service, how does the server take a photo of the location?

If you served your claim (form SC-100 or SC-120) using substituted service (described in 7), the server must take a photograph of the place where they handed the papers to the person (the “location of service”). The photo must be taken as close to the time of service (or attempted service) as possible.

The photo must have a “stamp” (visible, readable lines of text) showing the date, time, and GPS or equivalent coordinates of the location of service. If the server can’t get the GPS coordinates when taking the photo because their phone or camera doesn’t have a GPS or mobile signal at that time, they must explain on form SC-104 why the photo does not include the date, time, or GPS information.

If the location of service is a house, apartment, or other type of residence, the photo must show the door of the residence. If there is no reasonable way for the server to access the door, they must take a photo of the entrance of the building. For example, if the location is an apartment, the photo must show the door of the apartment where the person lives, or it can show the entrance of the apartment building if the server can't access the door to the apartment.

If the location of service is a business, the photo must show the door of the business. If there is no reasonable way for the server to access the door, they must take a photo of the entrance of the specific office or place of business of the person being served.

If the server takes a photo of the entrance of the building instead of the door of the residence or business, they must explain on form SC-104 why the door was not accessible.

If it would be physically unsafe for the server to take a photo, they don't have to attach a photo to form SC-104, but they must explain on form SC-104 why it was physically unsafe.

**Need help?**

Your county's Small Claims Advisor can help for free.

Or go to selfhelp.courts.ca.gov/small-claims-advisor.