



	<p>If there is more than one Defendant, each must be served a separate copy.</p> <p>If you are suing a corporation, you will need to serve the “Agent for Service” for that corporation. To find out the contact information for the “Agent for Service”, search the California Secretary of State website at www.sos.ca.gov.</p> <p>The person who serves the papers to the Defendant needs to completely and clearly fill out a Proof of Service (SC-104) form.</p>
Step 5: File the Proof of Service	<p>Make 1 copy of the Proof of Service (SC-104) and take a number ticket for “Civil” at the kiosk on the 1st floor of the courthouse to file the original and copy. Keep the filed copy for your records.</p>
Next steps:	<p>Go to your court hearing and present your case to the judicial officer. The judicial officer will either make a decision (Judgment) that day or it will be mailed to you.</p>

Where can I get the forms?

- **For an app that helps you fill out Small Claims forms, go to** <https://lawhelpinteractive.org/Interview/GenerateInterview/5820/engine>
 - Answer the questions, save your work, and at the end you can print out the forms.
- **For another app that helps you fill out Small Claims forms, go to** caguideandfile.com
 - Click “Start Your Legal Process”, then
 - Click “Small Claims”
 - Answer the questions, save your work, and at the end you can print out the forms.
- The blank forms listed in these instructions can be found **online** at www.courts.ca.gov/forms
- You can get the form packets through the court’s **Self-Help Center** or buy them at the **Court Clerk’s counter**.

Where can I get help or more information?

- If you have questions about Small Claims or how to get ready for trial, please email the **Placer County Small Claims Advisor** at placersmallclaims@gmail.com.
- If you do not have an attorney, you can get help from the court’s Self-Help Center located at the Gibson Courthouse, 10820 Justice Center Dr., Roseville. Online



appointments and limited walk-ins are available Monday to Friday, 8:00 a.m. to 12:00 noon (Wednesday open until 3:00 p.m.). Schedule online appointments at www.placer.courts.ca.gov and search for **online appointments**.

- Visit www.courts.ca.gov
 - Click “Self-Help” on the tabs and select “Small Claims” in the dropdown menu
- Read:
 - [Information for the Small Claims Plaintiff](#) (SC-100-INFO)
 - [What Is “Proof of Service”?](#) (SC-104B)
 - [How to Serve a Business or Public Entity](#) (SC-104C)
 - [What to Do After the Court Decides Your Small Claims Case](#) (SC-200-INFO)