

NAMING PARTIES IN SMALL CLAIMS CASES

A company name by itself does not completely identify a party, and an incomplete or incorrect designation of a party may result in problems in collecting or otherwise enforcing your small claims judgment. The following information should help you.

Types of Business

Sole proprietorship

[*name of owner*] doing business as [*name of company*]

Example: Ellen Jones dba Ellen's Fashions

Copartnership

[*name of company*], a copartnership composed of [*name of partners*] ***

***If you are suing the partnership and the partners individually, add each partner as an individual defendant

Example: Def #1: Contemporary Furniture Co., a copartnership

Def #2: James Arden; Def #3 Ellen Jones

Corporation:

- [*name of corporation*], a California corporation, or
- [*name of corporation*], Inc.
 - Example: Contemporary Furniture Co., a California corporation
 - Contemporary furniture co., Inc., or
- Corporation owns a division or subsidiary:
 - [*name of corporation*], Inc., doing business as [*name of division or subsidiary*]
 - Example: United Automotive, Inc., dba Southwest Auto Sales Co.

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How to Find Out the Type of Business and Who Its Owners Are

1) Fictitious Business Name Statement Records

County Clerk
1643 Market Street
Redding, CA 96001
(530) 225-5378

2) City Business Licenses

Check with the city clerk's or city treasurer's office of the city where the business is located.

3) Contractors

State of California Contractor's License Board: (800) 321-2752

4) Determining Corporation's Directors and Agents for Service of Process

Secretary of State: <http://kepler.sos.ca.gov> (916) 657-5448 (recorded message)

Information Requests (*Copies, Status Reports, and Certificates*)

Certification and Records
P.O. Box 944260
Sacramento, CA 94244-2600