

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.

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