

MARIN COUNTY SUPERIOR COURT ♦ SMALL CLAIMS DIVISION

3501 Civic Center Drive, Room 113
P.O. Box 4988
San Rafael, CA 94913-4988
(415) 444-7040

THIS IS INTENDED FOR INFORMATION PURPOSES ONLY.

The following reflects how the Plaintiff, the person/entity suing, should be reflected on the Plaintiff's claim. The reverse of this page demonstrates how the person/entity, the Defendant, that you are suing, should be named. If you have any questions, you should contact Small Claims Advisor at (415) 444-7130.

HOW TO REFLECT THE NAME OF THE PLAINTIFF(S):

If the Plaintiff is a Sole Individual

JOHN PUBLIC
123 Main Street
Anytown, CA 01234
(415) 555-9876

If the Plaintiff is a Sole Proprietorship*

JOHN PUBLIC dba ABC GARAGE
123 Main Street
Anytown, CA 01234
(415) 555-9876

If the Plaintiff is a Partnership*

ABC GARAGE, a partnership
123 Main Street
Anytown, CA 01234
(415) 555-9876

If the Plaintiff is a Corporation*

ABC GARAGE, Inc.
123 Main Street
Anytown, CA 01234
(415) 555-9876

***If Plaintiff is a Minor, a Guardian Ad Litem
must be reflected (ask Clerk for form)***

JOHN PUBLIC, Guardian Ad Litem for
JANE PUBLIC, a minor
123 Main Street
Anytown, CA 01234
(415) 555-9876

If the Plaintiff is a Limited Liability Company, LLC*

ABC GARAGE
123 Main Street
Anytown, CA 01234
(415) 555-9876

***If the claim arises out of a vehicle accident, and alleges
property damages, the registered owner must file the
claim (Vehicle Code 17150)***

BILL CITIZEN, registered owner
123 Main Street
Anytown, CA 01234
(415) 555-9876

If the Plaintiffs are husband and wife (both must sign)

JOHN PUBLIC, husband
SUE PUBLIC, wife
123 Main Street
Anytown, CA 01234
(415) 555-9876

* If the Plaintiff is a Sole Proprietorship, Partnership, Corporation, or Limited Liability Company, LLC, the person signing must also designate his/her title/position in the space opposite the signature line.

*Examples: Owner (for a sole proprietorship)
Partner (for a partnership)
Corporate title (for a corporation - e.g., President, VP, Treasurer, etc.)
Manager(s) or member(s) (for a limited liability company)*

NAMING DEFENDANTS IN SMALL CLAIMS ACTIONS:

If the Defendant is an Individual

BILL CITIZEN
987 Main Road
Anytown, CA 01234
(415) 555-9876

If the Defendant is a Partnership

JPS ADVERTISING, a partnership, consisting of
JOHN SMITH and BILL CITIZEN, partners
987 Main Road
Anytown, CA 01234
(415) 555-9876

If the Defendant(s) is a Sole Proprietor

BILL CITIZEN, ind & dba JPS ADVERTISING
- or, if necessary -
BILL CITIZEN and JOHN SMITH, as inds
& dba JPS ADVERTISING
987 Main Road
Anytown, CA 01234
(415) 555-9876

If the Defendant is a Corporation

JPS ADVERTISING, INC.
987 Main Road
Anytown, CA 01234
(415) 555-9876

- or, if necessary -

If the Address for serving the corporation is
other than the address given, OR there is a
name of an agent for service of process or
special instructions for serving, the information
will be typed in parentheses in the box below
the defendant name.

If the Defendant is a Minor

CHARLOTTE CITIZEN, a minor
BILL CITIZEN, parent
987 Main Road
Anytown, CA 01234
(415) 555-9876

If you are suing on a vehicle accident, you must name the registered owner and/or the other driver (Vehicle Code § 17152)

BILL CITIZEN, registered owner
987 Main Road
Anytown, CA 01234
(415) 555-9876

MARY CITIZEN, driver
987 Main Road
Anytown, CA 01234
(415) 555-9876

OTHER EXAMPLES:

COUNTY OF MARIN
(Department being sued)
3501 Civic Center Drive, Suite 315
San Rafael, CA 94903-4193
(415) 555-9876

BILL CITIZEN,
Executor of the Estate of C. Citizen
987 Main Road
Anytown, CA 01234
(415) 555-9876

BILL CITIZEN, husband
SUE CITIZEN, wife
987 Main Road
Anytown, CA 01234
(415) 555-9876