

**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

Office Hours: 8:30 a.m. to 4:00 p.m. (NO NEW FILINGS AFTER 3:30 P.M.)

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**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:

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### ***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 Proprieter***

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