

(State your name and address): Telephone No.: E-Mail Address (Optional):	<input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant Fax No. (Optional):	<i>FOR COURT USE ONLY</i>
SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE JUSTICE CENTER: <input type="checkbox"/> Central - 700 Civic Center Dr. West, Santa Ana, CA 92701-4045 <input type="checkbox"/> Harbor-Laguna Hills Facility - 23141 Moulton Pkwy., Laguna Hills, CA 92653-1251 <input type="checkbox"/> Harbor-Newport Beach Facility - 4601 Jamboree Rd., Newport Beach, CA 92660-2595 <input type="checkbox"/> North - 1275 N. Berkeley Ave., P. O. Box 5000, Fullerton, CA 92838-0500 <input type="checkbox"/> West - 8141 13 th Street, Westminster, CA 92683-4593		
PLAINTIFF:		
DEFENDANT:		
CERTIFIED MAIL STATEMENT (SMALL CLAIMS)		CASE NUMBER:

CERTIFIED MAIL IS THE LEAST EFFECTIVE METHOD OF SERVICE AND IS NOT RECOMMENDED. NO POSTAL TRACER WILL BE SENT.

1. For a fee, the clerk will attempt to serve your claim by certified mail, restricted delivery (to be signed by addressee only) and return receipt requested. **THIS SERVICE IS NOT GUARANTEED AND THERE IS NO REFUND IF THE PARTY IS NOT SERVED.**
2. The court may not hear for trial any claim which has been sent certified mail when:
 - a. The Postal Service has returned the certified mail as unclaimed or refused by addressee or undeliverable as addressed or unable to forward.
 - b. The Postal Service has neither returned a signed receipt nor the certified letter. It is not unusual to receive the receipt or certified letter after the court date.
 - c. The certified letter is not addressed to the proper party to be served.
 - d. The return receipt is signed outside California, except for the owner of record of real property in California who resides in another state.
 - e. The return receipt mail is sent by someone other than the clerk of the Small Claims Division.
 - f. The return receipt is signed by someone other than the addressee, unless the party appears and waives service.
3. Your case may be dismissed on the date set for trial if proper service has not been completed (Rule 343 of the Local Rules – Superior Court of California, County of Orange).
4. **THE COURT WILL NOT NOTIFY YOU IF THE CLAIM HAS OR HAS NOT BEEN SERVED!** You may call the Small Claims Office to learn if the defendant has been served. Please wait 20 days before calling.
5. The clerk will attempt delivery of your claim as addressed on the claim (unless different address is specified below). **If service will be for a partnership or corporation, complete the following information:**

Name of officer, authorized agent, or partner: _____
 Title of party listed above: _____
 Address (if different from claim): _____

I have read the above information and I wish the clerk to attempt delivery of my claim.

Date:

 (TYPE OR PRINT NAME) (SIGNATURE OF PLAINTIFF OR DEFENDANT)