ANGEL CITY LEGAL SUPPORT SERVICES · SAMPLE PROOF PACKAGE

What you get back after a serve

This is a **sample**. The case, parties, people and numbers are fictional; no real serve is shown. Every order gets the same pieces, built from the actual serve.

1. **The digitally signed proof of service**, as a PDF, on the court form your case uses. This sample shows two: an **SC-104** (small claims) and a **POS-010** (proof of service of summons). Subpoenas use the subpoena's own proof page.
2. **The attempt log**: date, arrival and departure times, and what happened, in plain text.
3. **The GPS and time-stamped photo** from the serve.

With e-filing ($35): you also get the court's filed and stamped copy of the proof and the court's notice confirming the e-filing. **Mailed ink-signed original ($5):** the ink-signed original goes to you by first-class mail. **Digitally signed PDF only ($0):** the PDF is not an ink-signed original and a clerk may refuse it for paper filing; we keep the ink-signed original on file and mail it on request for $5.

Bobby R. Goldsmith, Registered LA County Process Server #2026063663 · angelcitylegal.com · The signature on the sample forms is a placeholder.

SAMPLE

SC-104 Proof of Service

Use this form to serve a **person,** a **business,** or a **public entity.** To learn more about proof of service, read *What Is "Proof of Service"?,* Form SC-104B. To learn more about how to serve a business or entity, read *How to Serve a Business or Public Entity,* Form SC-104C.

To serve a **business,** you must serve **one** of the following people:

- Owner (for a sole proprietorship)
- Partner (for a partnership) or general partner (for a limited partnership)
- Any officer or general manager (corporation or association)
- Any person authorized for service by the business (corporation, association, general partnership, limited partnership)
- Any person authorized for service with the Secretary of State (corporation, association, limited liability company [LLC], limited liability partnership [LLP], limited partnership)

To serve a **public entity,** you must first file a claim with that entity, then serve **one** of the following people:

- Clerk (of a city or county)
- Chief officer or director (of a public agency)
- Any person authorized for service by the entity

Clerk stamps date here when form is filed.

Fill in court name and street address:

Superior Court of California, County of

LOS ANGELES
Stanley Mosk Courthouse
111 North Hill Street
Los Angeles, CA 90012

Fill in case number, case name, hearing date, day, time, and department below:

Case Number:
26SMSC00000 (SAMPLE)
Case Name:
Jane Roe vs. Acme Logistics Group, LLC

Hearing Date: 12/15/2026

Time: 8:30 a.m. **Dept.:** 500

1 a. If you are serving a **person,** write the person's name below:

_____

b. If you are serving a **business** or **entity,** write the name of the business or entity, the person authorized for service, and that person's job title:

Acme Logistics Group, LLC, c/o C T Corporation System
Business or Agency Name

Pat Example, CT Corporation System — Intake Specialist
Person Authorized for Service — Job Title

2 Instructions to Server:

You must be at least 18 years old and **not be named in this case.** Follow these steps:

- Give a copy of all the documents checked in **3** to the person in **1**, ***or***
- Give a copy of all the documents checked in **3** to one of the following people:

a. A competent adult (at least 18) living with, and at the home of the person in **1**, ***or***

b. An adult (at least 18) who seems to be in charge at the usual workplace of the person in **1**, ***or***

c. An adult (at least 18) who seems to be in charge where the person in **1** usually receives mail (but not a U.S. Post Office box), if there is no known physical address for the person in **1**.

and mail a copy of the documents left with one of the adults in a, b, or c above to the person in **1**.

THEN

- Complete and sign this form, and
- Give or mail your completed form to the person who asked you to serve these court papers, ***in time for the form to be filed with the court at least 5 days before the hearing.***

3 I served the person in 1 a copy of the documents checked below:



a. ☒ SC-100, *Plaintiff's Claim and ORDER to Go to Small Claims Court*

b. ☐ SC-120, *Defendant's Claim and ORDER to Go to Small Claims Court*

c. ☐ Order for examination (This form must be personally served. Check the form that was served):

Note: The court can issue a civil arrest warrant if the served party does not come to court only if the order for examination was personally served by a registered process server, sheriff, marshal, or someone appointed by the court.

(1) ☐ SC-134, *Application and Order to Produce Statement of Assets and to Appear for Examination*

(2) ☐ AT-138/EJ-125, *Application and Order for Appearance and Examination*

d. ☐ Other *(specify):* _____

SAMPLE

Case name: Jane Roe vs. Acme Logistics Group, LLC

Case Number: 26SMSC00000 (SAMPLE)

4 Fill out "a" or "b" below:

a. ☒ **Personal Service:** I personally gave copies of the documents checked in 3 to the person in 1
On *(date)*: 11/02/2026 At *(time)*: 9:15 ☒ a.m. ☐ p.m.
At this address: 330 N. Brand Blvd., Suite 700
City: Glendale State: CA Zip: 91203

b. ☐ **Substituted Service:** I personally gave copies of the documents checked in 3 *(a, b, or d)* to *(check one):*
- ☐ A competent adult (at least 18) at the **home** of, and living with the person in 1 , or
- ☐ An adult who seems to be in charge where the person in 1 usually **works**, or
- ☐ An adult who seems to be in charge where the person in 1 usually **receives mail**, or has a private post office box (not a U.S. Post Office box), if there is no known physical address for the person in 1 .

I told that adult, "Please give these court papers to (name of person in 1)."
I did this on *(date)*: _____ At *(time)*: _____ ☐ a.m. ☐ p.m.
At this address: _____
City: _____ State: _____ Zip: _____
Name or description of the person I gave the papers to:

After serving the court papers, I put copies of the documents listed in 3 in an envelope, sealed the envelope, and put first-class prepaid postage on it. I addressed the envelope to the person in 1 at the address where I left the copies.
I mailed the envelope on *(date)*: _____ from *(city, state)*: _____
by leaving it *(check one):*
a. ☐ At a U.S. Postal Service mail drop, or
b. ☐ At an office or business mail drop where I know the mail is picked up every day and deposited with the U.S. Postal Service, or
c. ☐ With someone else I asked to mail the documents to the person in 1 , and I have attached that person's completed Form SC-104A.

5 Server's Information

Name: Bobby R. Goldsmith Phone: (323) 362-2129
Address: 1751 Colorado Blvd, Ste 102
City: Los Angeles State: CA Zip: 90041
Fee for service: $ 49.00
If you are a registered process server:
County of registration: Los Angeles Registration number: 2026063663

6

I declare under penalty of perjury under California state law that I am at least 18 years old and not named in this case and that the information above is true and correct.

Date: 11/02/2026
Bobby R. Goldsmith
Type or print server's name
Sample Signature
Server signs here after serving

SAMPLE

ATTORNEY OR PARTY WITHOUT ATTORNEY *(Name, State Bar number, and address):*	*FOR COURT USE ONLY*
Alex Sample, Esq. (000000) SAMPLE LAW GROUP 100 Example Street, Suite 1 Los Angeles, California 90000 TELEPHONE NO.: (000) 000-0000 FAX NO. *(Optional):* E-MAIL ADDRESS *(Optional):* attorney@example.com ATTORNEY FOR *(Name):* Plaintiff, JOHN DOE	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES STREET ADDRESS: 111 North Hill Street MAILING ADDRESS: 111 North Hill Street CITY AND ZIP CODE: Los Angeles, CA 90012 BRANCH NAME: Stanley Mosk Courthouse	
PLAINTIFF/PETITIONER: JOHN DOE DEFENDANT/RESPONDENT: EXAMPLE WIDGETS, INC., et al.	CASE NUMBER: 26STCV00000 (SAMPLE)
PROOF OF SERVICE OF SUMMONS	Ref. No. or File No.:

(Separate proof of service is required for each party served.)

1. At the time of service I was at least 18 years of age and not a party to this action.
2. I served copies of:
   a. [x] summons
   b. [x] complaint
   c. [ ] Alternative Dispute Resolution (ADR) package
   d. [x] Civil Case Cover Sheet *(served in complex cases only)*
   e. [ ] cross-complaint
   f. [x] other *(specify documents):* Notice of Case Assignment (SAMPLE)
3. a. Party served *(specify name of party as shown on documents served):*
   EXAMPLE WIDGETS, INC., a Delaware corporation
   b. [x] Person (other than the party in item 3a) served on behalf of an entity or as an authorized agent (and not a person under item 5b on whom substituted service was made) *(specify name and relationship to the party named in item 3a):*
   Pat Example, Intake Specialist, authorized employee of 1505 registered corporate agent C T Corporation System
4. Address where the party was served:
   330 N Brand Blvd, Suite 700, Glendale, CA 91203
5. I served the party *(check proper box)*
   a. [x] **by personal service.** I personally delivered the documents listed in item 2 to the party or person authorized to receive service of process for the party (1) on *(date):* 11/02/2026 (2) at *(time):* 9:15 a.m.
   b. [ ] **by substituted service.** On *(date):* at *(time):* I left the documents listed in item 2 with or in the presence of *(name and title or relationship to person indicated in item 3):*
      (1) [ ] **(business)** a person at least 18 years of age apparently in charge at the office or usual place of business of the person to be served. I informed him or her of the general nature of the papers.
      (2) [ ] **(home)** a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the party. I informed him or her of the general nature of the papers.
      (3) [ ] **(physical address unknown)** a person at least 18 years of age apparently in charge at the usual mailing address of the person to be served, other than a United States Postal Service post office box. I informed him or her of the general nature of the papers.
      (4) [ ] I thereafter mailed (by first-class, postage prepaid) copies of the documents to the person to be served at the place where the copies were left (Code Civ. Proc., § 415.20). I mailed the documents on *(date):* from *(city):* **or** [ ] a declaration of mailing is attached.
      (5) [ ] I attach a **declaration of diligence** stating actions taken first to attempt personal service.

SAMPLE

PLAINTIFF/PETITIONER: JOHN DOE DEFENDANT/RESPONDENT: EXAMPLE WIDGETS, INC., et al.	CASE NUMBER: 26STCV00000 (SAMPLE)

5. c. ☐ **by mail and acknowledgment of receipt of service.** I mailed the documents listed in item 2 to the party, to the address shown in item 4, by first-class mail, postage prepaid,
   (1) on *(date):* (2) from *(city):*
   (3) ☐ with two copies of the *Notice and Acknowledgment of Receipt* and a postage-paid return envelope addressed to me. *(Attach completed* Notice and Acknowledgement of Receipt.*)* (Code Civ. Proc., § 415.30.)
   (4) ☐ to an address outside California with return receipt requested. (Code Civ. Proc., § 415.40.)

   d. ☐ **by other means** *(specify means of service and authorizing code section):*

   ☐ Additional page describing service is attached.

6. The "Notice to the Person Served" (on the summons) was completed as follows:
   a. ☐ as an individual defendant.
   b. ☐ as the person sued under the fictitious name of *(specify):*
   c. ☐ as occupant.
   d. ☒ On behalf of *(specify):* EXAMPLE WIDGETS, INC., a Delaware corporation
   under the following Code of Civil Procedure section:

☒ 416.10 (corporation)	☐ 415.95 (business organization, form unknown)
☐ 416.20 (defunct corporation)	☐ 416.60 (minor)
☐ 416.30 (joint stock company/association)	☐ 416.70 (ward or conservatee)
☐ 416.40 (association or partnership)	☐ 416.90 (authorized person)
☐ 416.50 (public entity)	☐ 415.46 (occupant)
	☐ other:

7. **Person who served papers**
   a. Name: Bobby R. Goldsmith
   b. Address: Angel City Legal Support Services, 1751 Colorado Blvd, Ste 102, Los Angeles, CA 90041
   c. Telephone number: (323) 362-2129
   d. **The fee** for service was: $ 49.00
   e. I am:
      (1) ☐ not a registered California process server.
      (2) ☐ exempt from registration under Business and Professions Code section 22350(b).
      (3) ☒ a registered California process server:
         (i) ☒ owner ☐ employee ☐ independent contractor.
         (ii) Registration No.: 2026063663
         (iii) County: Los Angeles

8. ☒ **I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
   or
9. ☐ **I am a California sheriff or marshal and** I certify that the foregoing is true and correct.

Date: 11/02/2026

Bobby R. Goldsmith
(NAME OF PERSON WHO SERVED PAPERS/SHERIFF OR MARSHAL)

Sample Signature
(SIGNATURE)

SAMPLE

2026-SAMPLE, Roe v. Acme Logistics Group, LLC (Los Angeles small claims 26SMSC00000, SAMPLE) - small claims papers on Acme Logistics Group, LLC, through its registered agent C T Corporation System, at the CT Corporation System service-of-process window
ATTEMPT 1
2026-11-02 - arrived 09:08
09:08 arrived 330 N Brand Blvd, Glendale
09:12 signed in at the front desk
09:14 photographed on site at 330 N Brand Blvd (GPS/time stamp, 09:14:02 PST, 34 9'4"N 118 15'16"W)
09:15 SERVED - personal delivery of the set as provided by the plaintiff (SC-100 Plaintiff's Claim and ORDER to Go to Small Claims Court) to Pat Example, Intake Specialist, CT Corporation System, at 330 N Brand Blvd, Suite 700, Glendale, CA 91203; announced as service on Acme Logistics Group, LLC, through C T Corporation System as registered agent; accepted as announced
proof: SC-104 Proof of Service, completed digitally and delivered with this log
departed 09:19

SAMPLE

EXHIBIT A1 · GPS AND TIME-STAMPED PHOTO (SAMPLE)



SAMPLE

In a real package this is the photo taken at the serve, with the capture time and GPS position from the camera. Placeholder image: no real serve, person or document is shown.