

Use this form to serve a **person, 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

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:

Cantrice Court Condominium Owners' Association

Business or Agency Name

Ally Alvarez c/o REGISTERED AGENTS INC /

Agent for service

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*): MC-031

Clerk stamps date here when form is filed.

ELECTRONICALLY FILED

Superior Court of California
County of Ventura

07/08/2026

K. Bieker
Executive Officer and Clerk

By: Samantha Borunda Deputy Clerk
Samantha Borunda

Superior Court of the State of
California
Ventura County, California
3855-F, Alamo Street
Sime Valley, California 93063

Case Number:
2026SC069318

Case Name:
William Mills vs. Cantrice Court
Condominium Owners' Association

Hearing Date: 8/17/2026

Time: 9:00 am **Dept:**

Case name: William Mills vs. Cantrice Court Condominium
Owners' Association

Case Number:

2026SC069318

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): 07/08/2026 At (time): 11:54 AM

At this address: 1401 21st St. Ste. R

City: Sacramento State: CA Zip: 95811

- b. ☐ **Substituted Service:** I personally gave copies of the documents checked in ③ (a, b, 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): _____

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: James Thomas Phone: (916) 691-4109

Address: National Headquarters 717 K Street Ste. 434

City: Sacramento State: CA Zip: 95814

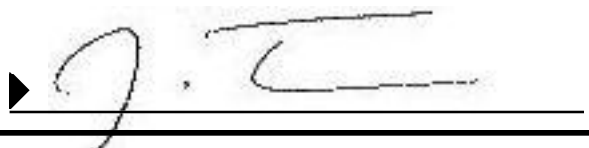
Fee for service: \$ 66.35

County of registration: Sacramento Registration Number: 201541

- 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: 7/8/2026

James Thomas



Case name: William Mills vs. Cantrice Court Condominium
Owners' Association

Case Number:

2026SC069318

Type or print server's name

Server signs here after serving