6-07/510.00 Corporation

A summons against a corporation may be served by delivering a copy of the summons and complaint, with the required notice of capacity, to one of the following officers or agents (CCP 416.10):

1. Person designated as agent for service of process or a person authorized by the corporation to receive service of process (as listed with the Secretary of State) (CCP 416.10(a))
2. President, Chief Executive Officer, or other head of the corporation (416.10 (b))
3. Vice-President (416.10 (b))
4. Secretary or Assistant Secretary (416.10 (b))
5. Treasurer or Assistant Treasurer (416.10 (b))
6. Controller or Chief Financial Officer (CCP 416.10(b))
7. General Manager (NOT Office Manager) (416.10 (b))
8. Person authorized by the Corporation to receive civil process (CCP 416.10(b))
9. Cashier or Assistant Cashier of a bank (CCP 416.10 (c))

If a proper officer or agent cannot be found within the state after reasonable diligence, or if no agent has been designated, the court may make an order that the service be made by delivering by hand to the Secretary of State, or an assistant or deputy, a copy of the process and a copy of the court order. The order may be from a court of another state or of any federal court if the proceeding has been filed in that court. (CORP 1702) Such service must be made personally and not by mail. (Hunstock v. Estate Development Co., 22 CA 2d 205)

Before a summons against a corporation is assigned out for service, the “Notice to the Person Served” at the bottom of the summons shall be completed. If the summons is served by the substitution method, both copies of the summons shall be completed in this manner.