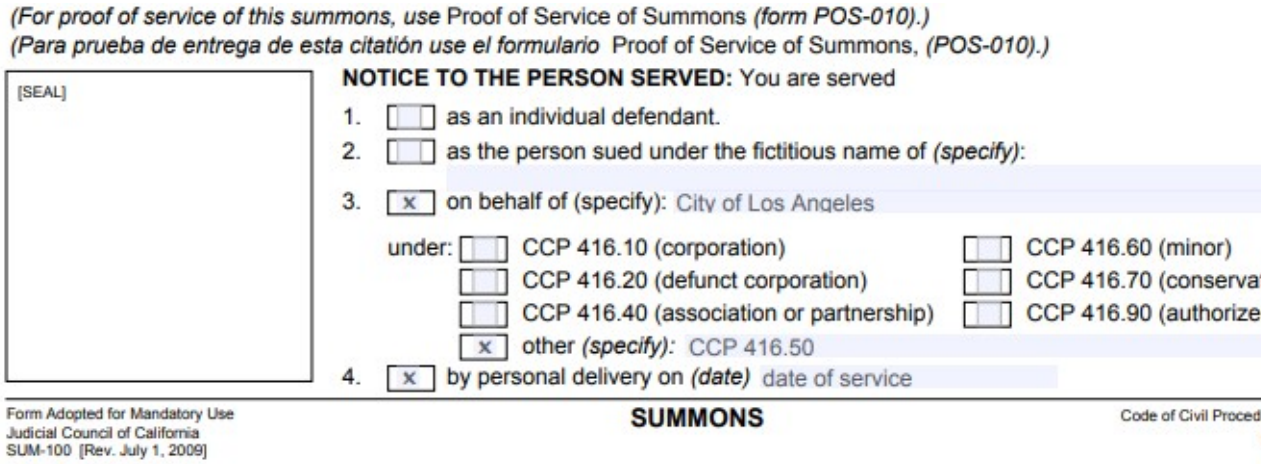
6-07/560.00 Public Entities

The term “public agency,” means a district, public authority, public agency, and any other political subdivision or public corporation in the state, and includes the state or a county, city and county, or city. The Secretary of State maintains a Roster of Public Agencies, and every public entity is required to submit the names and addresses of its governing board members and officers for inclusion in said roster. The county clerk of each county is required to maintain a similar roster for those public agencies having offices within the county. (GC 53051(c))

Service on a Public Entity may be made by delivery to: (CCP 416.50)

1. Clerk
2. Secretary
3. President
4. Presiding officer
5. Other head of its governing body

Before a summons against a public entity is assigned out for service, the “Notice to the Person Served” at the bottom of the summons shall be completed by (1) inserting name of the defendant after the words “on behalf of,” (2) checking the box “other” and inserting “CCP 416.50 (public entity) and, (3) when applicable, checking the box “as an individual defendant.” This shall be done on the copies of the summons that are left with defendant. If the summons is served using the substitute method, all copies of the summons shall be completed in this manner.



(For proof of service of this summons, use Proof of Service of Summons *(form POS-010).)*
(Para prueba de entrega de esta citatión use el formulario Proof of Service of Summons, *(POS-010).)*

[SEAL]

NOTICE TO THE PERSON SERVED: You are served

1. [ ] as an individual defendant.
2. [ ] as the person sued under the fictitious name of *(specify)*:
3. [x] on behalf of (specify): City of Los Angeles

under: [ ] CCP 416.10 (corporation) [ ] CCP 416.60 (minor)
[ ] CCP 416.20 (defunct corporation) [ ] CCP 416.70 (conserva
[ ] CCP 416.40 (association or partnership) [ ] CCP 416.90 (authorize
[x] other *(specify)*: CCP 416.50

4. [x] by personal delivery on *(date)* date of service

Form Adopted for Mandatory Use
Judicial Council of California
SUM-100 [Rev. July 1, 2009]

SUMMONS

Code of Civil Proced

When completing the Proof of Service, be sure to include all information regarding the person served and the manner of such service. EXAMPLE: “Serve City of Los Angeles.” The process server discovers the City Clerk is Tom Jones and instructions for service request service on Tom Jones, City Clerk. Contact is made with Tom Jones. The Proof of Service should state the party served: City of Los Angeles by serving Tom Jones, City Clerk. The address of the service must appear on the Proof of Service. You must indicate the manner of service as personal (CCP 415.10).

3. a. Party served *(specify name of party as shown on documents served):*
City of Los Angeles

b. [x] Person (other than the party in item 3a) served on behalf of an entity or as an authorized agent (and not a under item 5b on whom substituted service was made) *(specify name and relationship to the party named*
Tom Jones, City Clerk (or Mayor as the case may be)

4. Address where the party was served:
123 Main Street, Los Angeles California 90012

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 authorize receive service of process for the party (1) on *(date):* date of service (2) at *(time):* time of s

If the service is made by substitution (CCP 415.20), you must include the name and title or relationship. The party must be informed of the general nature of the process. A copy of the Summons and Complaint must be mailed to the Party served. Service by substitution must show attempts (diligence). Dates and times of all previous attempts of service declaration of diligence must documented on the Proof of Service. The declaration of diligence will be on an attached page.

3. a. Party served *(specify name of party as shown on documents served):*
City of Los Angeles

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 3*
Tom Jones, City Clerk (or Mayor as the case may be)

4. Address where the party was served:
123 Main Street, Los Angeles California 90012

5. I served the party *(check proper box)*

a. [ ] **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):* (2) at *(time):*

b. [x] **by substituted service.** on *(date):* date of service at *(time):* time I left the documents listed in item 2 in the presence of *(name and title or relationship to person indicated in item 3):*
Susan Smith, receptionist

(1) [x] **(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) [x] 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):* date mailed from *(city):* city mailed from **or** [ ] a declaration of mailing is at

(5) [x] I attach a **declaration of diligence** stating actions taken first to attempt personal service.

• 6-07/560.10 State of California

In general, service of summons in all actions on claims against the state shall be made on the Attorney General. (GOV 955.4)

Completion of the bottom of the Summons and the Proof of Service should be completed accordingly using the example in 6-07/560.00 Public Entities.

• 6-07/560.20 Judges or Other Officers

If serving Judges, subordinate judicial officers, and court executive officers are state officers, including court employees, service should be made on the Administrative Office of the Courts (AOC). (GOV 811.9) In cases involving the taking or damage of private property for public use arising out of work done by:

a. The Department of Transportation, a summons may also be served on the Director of Transportation. (GOV 955.6)

b. The Department of Water resources, service may be made on the legal counsel of the department, if authorized by the Attorney General. (GOV 955.8)

Completion of the bottom of the Summons and the Proof of Service should be completed accordingly using the example in 6-07/560.00 Public Entities.

• 6-07/560.30 Judicial Branch Entities

If service is to be made on a judicial branch entity, service should be made on (GOV 955.9):

a. The court executive officer, in actions against a superior court or a judge thereof.
b. The Clerk/Executive Officer of the Court of Appeal, in actions on claims against the court of appeal or judge thereof.
c. The Clerk/Executive Officer of the Supreme Court, in actions against the Supreme Cour or judge thereof.
d. Administrative Director of the Judicial Council, in actions against the Judicial Council or the Administrative Office of the Courts.

Completion of the bottom of the Summons and the Proof of Service should be completed accordingly using the example in 6-07/560.00 Public Entities.

• 6-07/560.40 Department of Motor Vehicles

All civil process in actions brought against the director and the Department of Motor

Vehicles and all subpoenas for the production of department records shall be served upon the director or his appointed representatives at the department's headquarters. (VEH 24.5)

Use the guidelines and mailing address below for serving process to DMV. Do not accept the process if you cannot meet the service deadlines. In each case where a DMV process is received for mailing ensure that the process is prepared and mailed immediately.

– Civil or criminal subpoenas calling for a personal appearance by a DMV employee must be served at the specified local office.

– Criminal subpoenas for records shall be sent by certified mail to DMV headquarters and must be received at least five days prior to the hearing date.

– Civil subpoenas for records shall be sent by certified mail to DMV headquarters and must be received at least ten days prior to the hearing date.

– Civil subpoenas for depositions shall be sent by certified mail to DMV headquarters and must be received at least fifteen days prior to the hearing date.

Department of Motor Vehicles

Legal Department E-128

2415 First Avenue

Sacramento, California 95818

Questions can be referred to the DMV Legal Department at (916) 657-6469.

Completion of the bottom of the Summons and the Proof of Service should be completed accordingly using the example in 6-07/560.00 Public Entities.