

**Superior Court of California County of Contra Costa**

**INSTRUCTIONS FOR USING FORM  
SC-22 Application for Order to Serve Sec of State**

1. Complete the Form.
2. Take the original and two copies and give them to the small claims clerk in the courthouse where you filed your claim. You will also pay a filing fee at the time that you give them to the clerk. The clerk will present the form to the Commissioner for review and action.
3. When you file the original and two copies, you can provide the court with a self-addressed, stamped envelope for return to you of the signed and endorsed file Form. If you do not, then you will have to return to pick-up the signed, endorsed filed form.
4. You must then have someone hand deliver to the Secretary of State's office in Sacramento, as substituted service of process upon the defendant corporation/LLC, the following:
  - A copy of the claim;
  - A copy of the court order permitting the service; and
  - The statutory \$50.00 fee

Substituted service of process in this manner is not permitted by mail. The order, process to be served and the \$50.00 fee must be hand delivered to the Secretary of State's public counter in the Sacramento office during regular business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday (excluding state holidays), at 1500 11th Street, 3rd Floor Room 390, Sacramento, CA.