

HOW TO DESIGNATE AND SERVE A PARTY

AN INDIVIDUAL

John Jones
1234 S. Main Street
Tucson, AZ 85040

SERVE: The party must be served with a copy of the summons and complaint.

HUSBAND AND WIFE

John and Mary Jones, husband and wife
1234 S. Main Street
Tucson, AZ 85040

SERVE: Each spouse must be served a copy of the summons and complaint. One spouse may be served with the other spouse's copies if they reside at the same residence.

TWO OR MORE DEFENDANTS

JOHN SMITH
1234 S. Main Street
Tucson, AZ 85040

MARY JONES
1000 E. First Street
Tucson, AZ 85040

SERVE: Each named defendant must be served a copy of the summons and complaint.

WHEN THE NAME OF THE DEFENDANT IS UNKNOWN

Matilda DOE
JOHN DOE Taylor
XYZ Corporation

Upon service, when the defendant's true name is discovered, the pleadings may be amended to reflect the true name.

SOLE OWNERSHIP

John Jones, Dba
Jones' Delicious Candy Shoppe
1234 S. Main Street
Tucson, AZ 85040

SERVE: The Owner

PARTNERSHIP

JOHN SMITH and JOE JONES, Partners
Dba JJ's Cafe
1000 E. First Street
Tucson, AZ 85040

SERVE either:

1. A Partner
2. A Managing or general agent
3. An Agent authorized by appointment

CORPORATION LLC COMPANY UNINCORPORATED ASSOCIATION

ABC Candy Store, Inc.
1234 S. Main Street
Tucson, AZ 85040

SERVE: Statutory Agent, as follows:

John Jones, Statutory Agent
5678 N. Eezee St.
Tucson, AZ 85040

If serving a statutory agent, you must mail a copy to the party on whose behalf the agent received service.

Service may also be effected upon:

1. An Officer of the corporation - President, Vice-President, Secretary, Treasurer
2. A Managing or general agent
3. An Agent authorized by appointment or law

CORPORATION COMMISSION: To determine Statutory Agent for a business or corporation contact: State of Arizona Corporation Commission 400 W. Congress, Tucson, AZ 85701 Phone: (520) 628-6560

PARENTS OF A MINOR

If the minor is under 16 years of age,
SERVE: The Minor and the parent or guardian

John and Mary Jones, husband and wife
Parents of Johnny Jones, a minor
1234 S. Main Street
Tucson, AZ 85040

If the minor is 16 years of age or more,
SERVE: The Minor

SERVING THE DIRECTOR OF INSURANCE

SERVE: The Statutory Agent

If the statutory agent is the DIRECTOR OF INSURANCE
SERVE: The DIRECTOR OF INSURANCE
400 W. Congress #152
Tucson, AZ 85701

SERVING THE REGISTRAR OF CONTRACTORS

SERVE: Registrar's Legal Officer and the Bonding company must be named as a defendant and served.