

SMALL CLAIMS

HOW TO LOCATE A PERSON OR BUSINESS

HOW TO LOCATE A PERSON OR BUSINESS THAT HAS MOVED

In order to locate a person or business that has moved, write a letter to the other party. Address the letter to the parties last known address. Underneath the return address, write “Address Correction Requested. Do Not Forward.” The Post Office will then receive your letter, provide you with the new address if there is one on file, and then return it to you.

HOW TO LOCATE A PERSON’S REAL PROPERTY OR BUSINESS ADDRESS

To find a person’s home or business address, search the tax rolls at the County Assessor’s Office (see below) in the county for which you believe the person owns real property. Tax rolls list the names of property owners by both the owner’s name and by the address of the property. The County Recorder’s Office (see below) also maintains a listing of property owner’s names and location of property.

HOW TO LOCATE A PERSON WITH ONLY THEIR PHONE NUMBER

If the only information you have about the other party is their telephone number, you may use the Reverse Directory at their local library or on the internet (www.411.com) to find their address. The Reverse Directory provides addresses for all listed phone numbers.

HOW TO LOCATE A PERSON FROM THEIR POST OFFICE BOX

You can request the name, address, and phone number of the holder of a post office box if you certify that it is used to serve process. The form for requesting such information can be found as www.usps.com by searching for “service of process”, or provided by the Civil Self-Help Center.

HOW TO FIND A CORPORATION’S ADDRESS AND AGENT FOR SERVICE

You may find this information by going to the website for the California Secretary of State: <http://kepler.sos.ca.gov/list.html>. Type in the full name of the corporation or LLC and submit your request. You will be provided with the corporation’s address and agent for service of process. You can also call or write the Secretary of State for this information (see below).

RESOURCES:

- County Assessor – 440 Fifth Street, Room 108 (831) 636-4030
- County Recorder – 440 Fifth Street, Second Floor, Room 206 (831) 636-4046 Open 9am-4pm and closed for lunch from 12 noon- 1pm
- [California Secretary of State](http://www.sos.ca.gov) (Sacramento office):
 - 1500 11th Street
Sacramento, CA 95814
(916) 657-5448