



**Maricopa County Justice Courts**  
**HOW TO DESIGNATE And SERVE A PARTY**  
 Refer to JCRCP 113 service of process

AN INDIVIDUAL

John Jones  
 1234 S. Main Street  
 Phoenix, 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  
 Phoenix, 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.  
 Unless served by Certified Mail, Restricted Delivery, each party must receive and sign their own individual green card.*

TWO OR MORE DEFENDANTS

JOHN SMITH  
 1234 S. Main Street  
 Phoenix, AZ 85040

MARY JONES  
 1000 E. First Street  
 Phoenix, 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  
 Phoenix, AZ 85040

*SERVE: The Owner*

PARTNERSHIP

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

*SERVE: Statutory Agent, as follows:*

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

If serving a statutory agent, the statutory agent must also 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

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  
 Phoenix, 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*  
 2910 N 44th St., Suite 210  
 Phoenix, AZ 85018

SERVING THE REGISTRAR OF CONTRACTORS

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