



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.