



**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.*