

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 party's 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 Office¹ (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 Office² (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 to find their address. The Reverse Directory provides an address 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 for service of process. This can be done by filling out a Change of Address or Boxholder Request Form found on the USPS website (see below).

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

All information regarding the names and addresses of a corporation or limited partnership, their offices, and their agent of service is available on the Secretary of State's³ website (see below).

RESOURCES:

1. **Orange County Assessor** – Civic Center Plaza, Building 11, 625 N. Ross St., Santa Ana, CA 92702 – (714) 834-2727
2. **Orange County Recorder** – 12 Civic Center Plaza, Room 101 & 106, Santa Ana, CA 92701 or online www.oc.ca.gov/recorder
3. Corporate or Partnership names, addresses, or agents for service, may be obtained from the **Secretary of State's Office** online at <http://kepler.sos.ca.gov/list.html> OR by calling:
Corporate Status Division at (916) 653-7315
Limited Partnership Status Unit at (916) 653-3365
4. **Change of Address or Boxholder Request Form:**
http://www.usps.com/foia_rtf/39CFR265-266.rtf
For more information, please visit: <http://www.usps.com/foia/faq.htm#H11>

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