

## Locating Someone for Service

### Civil Self-Help Services

Hall of Justice  
813 6th Street  
Room 117, First Floor  
Sacramento, CA 95814



### How can I find someone?

- Contact a relative.
- Contact a friend.
- Contact an employer.
- Search for them on Facebook, Twitter, or other social media sites.
- Search on “peoplefinder” websites.
- Search in a telephone directory.
- Search property indexes at the Recorder’s and Assessor’s Offices of the last known county where they lived.
- If they are in custody, contact the jail or prison where they might be housed, or see the resources on the next page.



**This list is not exhaustive.**  
**Inclusion on this list does not**  
**constitute an endorsement by**  
**Sacramento Superior Court.**

### Finding Individuals

Whitepages.com

Spokeo.com

411.com

Zabasearch.com

PeopleFinder.com

Intelius.com

### Finding Business Agent for Service of Process

California Secretary of State - Information for corporations, limited liability companies and limited partnerships.

[businesssearch.sos.ca.gov](http://businesssearch.sos.ca.gov)

Sacramento County Fictitious Business  
Name Search

[actonline.saccounty.net/citizenaccess/  
SACCO\\_FBNSearch.aspx](http://actonline.saccounty.net/citizenaccess/SACCO_FBNSearch.aspx)

## Inmate Locators

Sacramento County:

[Sacsheriff.com/inmate\\_information](http://Sacsheriff.com/inmate_information)

Yolo County

(530) 668 - JAIL

California:

[Inmatelocator.cdcr.ca.gov](http://Inmatelocator.cdcr.ca.gov)

Federal Prison:

[Bop.gov/inmateloc](http://Bop.gov/inmateloc)

## Serving an Inmate

Follow these steps to have an inmate personally served.

1. Call the facility and ask for the name and address of the person who will serve the documents.
2. Send the person who serves the documents: two copies of the documents they are serving, a proof of service form, and self-addressed, stamped envelope. Include a letter asking the individual to serve the inmate and return the completed proof of service form.

## Hiring an Investigator

If you are having trouble finding a party, you may need to hire an investigator. Process Serving companies may also offer this service. This may be costly, as these are private businesses who set their own fees.

## Sending a Letter to the Last Known Address

You can try sending a letter to the last known address of the person with the phrase "Address Correction Requested: Do Not Forward" on the envelope. If there is a forwarding address on file, the Post Office will return the letter with a label showing the updated address for the person.

## Checking for Property Ownership

You may contact the Assessor's Office in the county where the person may own property.

### Sacramento County Assessor

(916) 875-0700

3636 American River Drive, Suite 200,  
Sacramento, CA 95864

Name search can only be done in person. More complex processes may require an appointment. Call or email [assessor@saccounty.net](mailto:assessor@saccounty.net) for an appointment.

## Hours

Mon	Tue	Wed	Thu	Fri
8:30-12:00	8:30-12:00	8:30-12:00	8:30-12:00	8:30-12:00
1:30-4:00	1:30-4:00	1:30-4:00	CLOSED	1:00-4:00

Hours are subject to change based on staff availability.

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Phone: (916) 874-1421

Email: [CivilSelfHelp@Saccount.ca.gov](mailto:CivilSelfHelp@Saccount.ca.gov)

Web: [www.saccount.ca.gov](http://www.saccount.ca.gov)

