

Service of Process – How to Serve a Business

If you are filing your case against a business, there are some extra steps you must take to get the business served. If you need general information about service of process, be sure to watch one of the other videos in this series – *Service of Process in the Circuit Court* or *Service of Process in the District Court*.

Before you File your Case

- Look up whether the business is registered in the State of Maryland. This information is available through the Maryland Department of Assessments and Taxation. You can access it online at dat.state.md.us under “Business Entity Search” or by calling 410-767-1184.
- If the business is registered, get the full legal name of the business and the name and address of the business’s “resident agent.”
- The business may use a trade name. For instance, you may buy something at “Lenny’s Variety Store,” but that business may be registered with the state as “Leonard Lufkin & Associates, Inc.” Use the business’s official registered name on all court documents.
- If the business is not registered in the state of Maryland or you cannot find the registration information, this may lead to some complications. Consider seeking advice from an attorney before you file your case.

Filling out the Complaint

- When you fill out the complaint form, there will be a space for you to put the information for the defendant. In this space, you must write the business’s full legal name. Include any suffix to the business name, such as LLC, Inc., or LP.
- Beneath the name of the business, write the words “serve on resident agent.” Then write the name and address of the resident agent.

Serving the Business

- Businesses are served by serving their resident agent. The resident agent may be served by sheriff, certified mail, or private process.
- Refer to the videos titled *Service of Process in the Circuit Court* and *Service of Process in the District Court* for more information on the ways to serve.

Watch the Video



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- You can speak with a lawyer free of charge at the Maryland Courts Self-Help Center. Those lawyers cannot represent you in court, but they can provide brief advice and help with court forms. Call 410-260-1392 or go to mdcourts.com/selfhelp for chat. Lawyers are available most weekdays from 8:30 a.m. to 8 p.m.



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