



SOP-19.1
(07/10)

**COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION**

**SERVICE OF PROCESS, NOTICE, ORDER OR DEMAND
ON THE CLERK OF THE STATE CORPORATION COMMISSION
AS STATUTORY AGENT**

1. The service being made relates to the following proceeding:

Style of Proceeding: _____
(e.g. name of the plaintiff vs. name of the defendant, or In the matter of..., etc.)

Case/File/Matter No. _____

Proceeding Pending in _____
(Jurisdiction) (Name of Court or Tribunal)

Court's Mailing Address: _____

2. Service is being made on the Clerk of the State Corporation Commission pursuant to Virginia Code §§ 12.1-19.1 and **(mark the appropriate box):**

- 13.1-637 B 13.1-920 E 38.2-801 50-73.135 G
- 13.1-758 F 13.1-928 B 38.2-809 50-73.139 A 3
- 13.1-766 B 13.1-931 E 38.2-1216 50-73.140
- 13.1-767 E 13.1-1018 B 50-73.7 B
- 13.1-769 E 13.1-1056 A 3 50-73.58 A 3
- 13.1-836 B 13.1-1057 E 50-73.59 E
- Other Va. Code Section or statutory authority (Specify): _____

3. Pursuant to the foregoing legal authority, the Clerk of the State Corporation Commission is being served as statutory agent of _____.
(name of business entity)

The mailing address of the defendant (business entity) being served (one address per form) is _____.
(number/street, P.O. Box, Rural Route, etc.) (city or town) (state) (zip code)

4. Send the Commission's receipt for the payment of the fee for service on the Clerk to:

Name: _____

Attn: _____

Address: _____
(number/street, P.O. Box, Rural Route, etc.) (city or town) (state) (zip code)

Telephone No: _____
(optional)

**AN ORIGINAL AND ONE COPY OF THIS FORM MUST BE SUBMITTED
ALONG WITH TWO COPIES OF THE PAPERS TO BE SERVED
SEE INSTRUCTIONS ATTACHED**

INSTRUCTIONS TO FORM SOP-19.1

Whenever by statute the Clerk of the State Corporation Commission is appointed or deemed to have been appointed the agent of any individual, corporation, limited partnership or other entity ("defendant") for the purpose of service of any process, notice, order or demand ("process"), service on the Clerk shall be made by leaving two copies of the process for each defendant at each address, together with payment for the requisite fee(s), in the Office of the Clerk of the Commission. The party seeking service shall recite the statute or other authority pursuant to which process is being served and shall include the mailing address of each defendant. A fee of \$30.00 for service on each defendant at each address must accompany the papers to be served. See § 12.1-19.1 of the Code of Virginia.

You can download this form from our Web site at www.scc.virginia.gov/clk/svcproc.aspx.

Section 1: If the requested service relates to a pending legal proceeding, indicate the style of the case (i.e. plaintiff(s) versus defendant(s)) or the short style of the case (i.e. first plaintiff, et al. vs. first defendant, et al.), the case number, the name of the court including its geographical designation (i.e., jurisdiction), and the court's mailing address. If the requested service does not relate to a legal proceeding, set forth the name and address of the person to whom the Clerk of the Commission should mail the certificate of compliance.

Section 2: Mark the applicable Virginia Code section under which service is being made on the Clerk of the Commission. Only mark one box. If the applicable statutory authority is not listed, mark the "Other Va. Code Section or statutory authority" box and specify the applicable statute. See Schedule A for a list of Virginia Code sections that are commonly cited when service is made on the Clerk of the Commission.

Section 3: Provide the name of the defendant who is being served through the Clerk of the Commission. If two or more defendants are being so served, use a separate form for each defendant. Set forth the address where the Commission is to mail the process to the named defendant. **If a copy of the process is to be mailed to a defendant at two or more addresses, use a separate form (and provide a separate fee, with requisite copies) for each address.**

The following addresses are to be used (pursuant to § 12.1-19.1 of the Code of Virginia):

Domestic corporations: the principal office address, or if no such address is on record with the Commission, the address of any officer or director of the corporation.

Foreign corporations authorized to transact business in Virginia: the principal office address, or if no such address is on record with the Commission, the address of any officer or director of the corporation, or, in case of withdrawal from this Commonwealth, the address shown in the application for withdrawal or any change thereto.

Domestic and foreign limited partnerships on record with the Commission: the principal office address or, if no such address is on record with the Commission, the address of any general partner or the address listed in a foreign limited partnership's certificate of cancellation or any change thereto.

Individuals and other entities (including limited liability companies) on record with the Commission: the address set forth in any document on record with the Commission which is required or permitted to be filed by or on behalf of the defendant.

NOTE: When the current address of the defendant differs from that on record with the Commission, provide the last known address of the defendant, but not both.

Section 4: Set forth the name and address to which the Commission is to mail its receipt for the fee received. (Note: The Clerk of the Commission will send a certificate of compliance directly to the court or tribunal listed in Section 1.)

Send an **original and one copy of this form and two copies of the process** (i.e., the papers to be served) to the Clerk of the State Corporation Commission, P.O. Box 1197, Richmond, Virginia 23218-1197, (Street address: 1300 East Main Street, Tyler Building, 1st floor, Richmond, Virginia 23219), along with a check in the amount of **\$30.00** made payable to the State Corporation Commission. **PLEASE DO NOT SEND CASH.** If you have any questions, please call (804) 371-9733 or toll-free in Virginia, (866) 722-2551.

Schedule A:

The following Virginia Code sections specify when the business entities described below may be served through the Clerk of the Commission. This list is not exhaustive. The Code of Virginia may be accessed online from a link at <http://leg1.state.va.us/000/src.htm>.

Most frequently cited: (mark applicable box on form)

13.1-637 B	Virginia Stock Corporations whose registered agent cannot be found
13.1-758 F	Foreign Stock Corporations not Authorized to Transact Business in Virginia
13.1-766 B	Foreign Stock Corporations whose registered agent in Virginia cannot be found
13.1-767 E	Foreign Stock Corporations that have withdrawn
13.1-769 E	Foreign Stock Corporations whose authority has been revoked
13.1-836 B	Virginia Nonstock Corporations whose registered agent cannot be found
13.1-920 E	Foreign Nonstock Corporations not Authorized to Transact Business in Virginia
13.1-928 B	Foreign Nonstock Corporations whose registered agent in Virginia cannot be found
13.1-929 E	Foreign Nonstock Corporations that have withdrawn
13.1-931 E	Foreign Nonstock Corporations whose authority has been revoked
13.1-1018 B	Virginia and Foreign Limited Liability Companies whose registered agent in Virginia cannot be found
13.1-1056 A 3	Foreign Limited Liability Companies whose registration was voluntarily canceled
13.1-1057 E	Foreign Limited Liability Companies not Registered to Transact Business in Virginia
38.2-801	Unlicensed Insurers, including Surplus Lines Insurers
38.2-809	Unlicensed Nonresident Insurance Brokers and Agents
38.2-1216	Reciprocal Insurers
50-73.7 B	Virginia and Foreign Limited Partnerships whose registered agent in Virginia cannot be found
50-73.58 A 3	Foreign Limited Partnerships whose registration was voluntarily canceled
50-73.59 E	Foreign Limited Partnerships not Registered to Transact Business in Virginia
50-73.135 G	Virginia and Foreign Registered Limited Liability Partnerships whose registered agent in Virginia cannot be found
50-73.139 A 3	Foreign Registered Limited Liability Partnerships whose registration was voluntarily withdrawn
50-73.140	Foreign Registered Limited Liability Partnerships not Registered to Transact Business in Virginia

Not frequently cited: (mark Other Va. Code Section on form and provide applicable Code section)

8.01-306	Unincorporated Associations
13.1-517	Nonresident registered as a broker-dealer, investment advisor, investment advisor representative or agent
13.1-721 C 1	Foreign Stock Corporations or Eligible Entities that survived a merger with a Virginia Stock Corporation
13.1-722.5 A 6	Foreign Stock Corporations that used to be a Virginia Stock Corporation
13.1-897 B	Foreign Nonstock Corporations or Eligible Entities that survived a merger with a Virginia Nonstock Corporation
13.1-898.5 A 7	Foreign Nonstock Corporations that used to be a Virginia Nonstock Corporation
13.1-1078 A 6	Foreign Limited Liability Companies that used to be a Virginia Limited Liability Company
13.1-1223 B	Virginia and Foreign Business Trusts whose registered agent in Virginia cannot be found
13.1-1246 A 3	Foreign Business Trusts whose registration was voluntarily canceled
13.1-1247 E	Foreign Business Trusts not Registered to Transact Business in Virginia
38.2-5103	Risk Retention Groups Not Chartered in Virginia

NOTE: The Clerk of the State Corporation Commission is not an agent for service of process on a Virginia limited partnership formed prior to January 1, 1987, unless it has filed with the Commission an amended and restated certificate of limited partnership pursuant to § 50-73.77 C of the Code of Virginia. See § 50-73.77 E of the Code of Virginia.