

Fictitious Business Instructions

Huntington Beach Independent/Daily Pilot

Please log in to the website below: (Orange County Clerk Recorder)

<https://efbn.ocgov.com/eFBNweb/default.aspx>

Click the "Search" button, fill in the business name you want (fill in only that box, leave the rest blank) then click "Run Search". This is to make sure no one else is using the business name you want to file.

After you have searched the business name:

Please **click "Register"** on the above site (Orange County Clerk Recorder). Once you have filled in the information, (scroll down if needed) **click "Create Profile"**. Once you have successfully created your profile, **click "Login"**. Then, under the word **"Forms"**, **click "new FBN statement"**, follow the prompts, (**bypass appt. section by clicking "next" if you would like us to complete your filing**) then **click to "View Statement" print the FBN statement** and affix your signature in the appropriate area. You have several options to get the name filed with the clerk.

You may then file directly with the Clerk if you wish, paying your fee in person (take your conf. # with you, their address is on the upper left of the FBN statement, you don't need an appointment but you can schedule one if you like. The Santa Ana branch is open weekdays 8-4:30) or file with them by mail (send them the signed orig. FBN form, confirmation number and payment made out to the OC Clerk Recorder, and a self-addressed, stamped envelope so they can mail the certified copy to you). Publishing can be arranged after you receive your copy back from the clerk, just contact us at that time. If we handle the publication, we electronically file the proof of publication with the County Clerk.

Effective 5/26/09 new mailing address:

HBI/Daily Pilot Legal Notices Department, 1375 Sunflower Ave., Costa Mesa, CA 92626

*If visiting in person: We are in the LA Times building, South side of Sunflower, just East of Harbor (between the railroad tracks and Harbor)..

If you would like to visit the County Clerk's office directly, here is a link with locations:

County Clerk Recorder locations link (some locations have limited services, please check the list carefully)

<http://egov.ocgov.com/ocgov/Clerk-Recorder%20-%20Tom%20Daly/Hours%20and%20Locations>

To use our complete filing and publishing service:

Please send/bring us: FBN statement printed out with orig. signature and the following:

(Note: 2 SEPARATE payments)

\$23 filing fee: check payable to Daily Pilot. This will pay the Orange County Clerk's fee for **one** business name; and up to two partners (if any) on one statement. (The Clerk's fee is \$7 extra for each additional business and/or registrants name listed.)

\$55.00 publication fee: check payable to the newspaper you would like the publications listed in (choices below).

- Newport Beach Daily Pilot
- Costa Mesa Daily Pilot
- Huntington Beach Independent
- Laguna Beach Coastline Pilot

Please call us at (714) 966-4689 if you have questions while filling out form.

Office hours are Mon – Fri 8:30-5.

July 1, 2011