

SDCBA Mail Service Policy

FAQs

1. Why does the SDCBA offer mail service to its members?

We recognize that many members have multiple meetings and appointments in a day and therefore work in multiple locations. Because the Bar Center at 401 is centrally located near our downtown courthouses, we offer mail service simply as a convenience to those who prefer to pick up their mail at the Bar Center, and for those who are already at the Bar Center for programming or enjoying our other amenities.

2. What are the SDCBA's policies regarding receiving my mail at the Bar Center?

Our Mail Service policy requires that you and/or your firm has a regular business address (in some cases, this may also be your home address), and you are asking the SDCBA to act as an agent to collect your mail rather than having the US Postal Service send it to your business or home address. As such, our intended and permitted use of the Bar Center's address provides for the following:

- You may use c/o 401 W A Street Suite 1100 as an address where mail may be received.
- You may not use 401 W A Street Suite 1100 (or any variation of this address) as your official business address.
- You may not list 401 W A Street Suite 1100 (or any variation of this address) as your business address on letterhead, envelopes, business cards, advertisements, or on websites (including the State Bar of California), social media sites or in correspondence, or any other place where you would list a business address.

Please note:

- Your business address is the address of your primary or main office location (not 401 W A Street Suite 1100)
- Your mailing address is where you prefer to receive mail. This can be your home address, your business address or an address using a mail agent, like the SDCBA.

3. What information do I need to provide when I fill out the Application for Delivery of Mail through Agent Form 1583?

The purpose of the form is to allow the SDCBA to receive delivery as an agent for delivery purposes only. *The Post Office requires that this form be completed in its entirety in order to be valid. We have provided some helpful hints for filling out the form below:*

- **1.** Date
- **2.** Name in Which Applicant's Mail Will be Received or Deliver to Agent
 - The form is asking for your name
- **3a.-d** Address to be used for Delivery:
 - The form is asking for how mail should be addressed. Our policy requires that you use: c/o 401 W A Street Suite 1100 San Diego, CA 92101
- **4a.-e.** Applicants authorizes delivery to and in care of:
 - The form is asking for the name of the agent. San Diego County Bar Association
401 W A Street Suite 1100 San Diego, CA 92101
- **5.** This authorization is extended to include restricted delivery mail for the undersigned(s):

- The form is asking for your name and the name of your firm. If your firm includes multiple people, also add their names. Note: we will accept certified mail but will not accept any other kind of restricted mail service.
- **6. Name of Applicant**
 - The form is asking you to state your name
- **7a.-e. Applicant Home Address and Applicant Telephone Number**
 - The form is asking you for your home address and the number you use as your home number
- **8 a.-b. Two types of identification required, one of which includes a photo.**

The form is asking for 2 forms of ID to be entered and confirmed by the SDCBA staff member. 1 must be a photo ID, the other can be any other form of ID except a social security card, credit card or birth certificate.
- **9. Name of Firm or Corporation**
 - The form is asking for the name of your law firm or business.
- **10a.-e Business Address and Business Telephone.**
 - The form is asking for the address you use as your official business address. Please note that 401 W A Street Suite 1100 or c/o 401 W A Street Suite 1100 cannot be used in this section. If you do not have a business address, we encourage you to contact either the post office, an alternate mail service (e.g. UPS Store, Postal Annex), or a virtual office provider (e.g. Regus, Co-Merge) to obtain an official business address.)
- **11. Type of Business**
 - The form is asking you to explain the type of business you have. For lawyer members using this service, enter law firm.
- **12. If applicant is a firm, name each member whose mail is to be delivered. (If applicable)**
 - The form is asking for the same information as section 5, above
- **13. If a CORPORATION, Give Names and Addresses if it's Officers. (If applicable)**
 - The form is asking for all the names of the officers of your firm, per your corporation's formation documents.
- **14. If business name has been registered, give name of county and state, and date of registration**
 - The form is asking for the official name of your business, if you have registered your business with a government agency i.e. California Secretary of State
- **15. Signature of Agent:**
 - The form is asking SDCBA staff to sign and confirm that all the information is complete and that the required identification has been confirmed.
- **16. Signature of Applicant**

Form 1583 is available online under **Free Mail Delivery Service** on the **SDCBA Bar Center at 401** page at www.sdcba.org/barcenterat401 or you may pick one up from the SDCBA Concierge at the Bar Center

4. How do I address clients and opposing counsel with regards to the Bar Center?

You are free to let clients know that you are meeting with them at The San Diego County Bar Association at 401 W A Street Suite 1100. We ask that you clarify that this is not your office; rather a location you use as a convenience for meetings. For opposing counsel, you may let counsel know that you receive your mail at the Bar Center.

5. What if I don't have an office, and therefore a primary office address?

We encourage you to explore Regus, Co-Merge, or other Executive Office suite options. These groups are set up to provide you with actual or virtual shared office space, whereas the Bar Center is intended to provide a convenient meeting spot, and a place to connect with other members.

6. When can I pick-up my mail?

Monday - Thursday from 8:30 am to 5:30 pm and Friday from 8:30 am to 5:00 pm.

If you have questions regarding our mail service policies, please feel free to contact the Member Services Department at 619.231.0781 ext. 3505