

Finding Legal Forms:

Getting Started in Public Libraries

An *Infopeople*  Webinar

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12 Noon

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Workshop Objectives

- Be able to understand the two types of legal forms – “pre-made” and “self-created”
- Have a basic understanding of the free forms that court websites have and what they don’t have
- Be introduced to the Forms section on Courts.ca.gov, the California Courts website and the different ways to access those forms
- Learn about form resources – both in print and electronic – publicly available at county public law libraries

Categories of Forms

- **Transactional Forms:**
Generally of a business or transactional nature. If filed, with an agency or office, not in a court. Pre-printed or self- created.
- **Pleading and Practice:**
Filed in Court proceedings. Filed in proper court. Pre-printed or self-created.

How to Find Forms

Sources for forms

- Court and agency websites
- Form books
- Commercial library databases

Tip: If you need a form you are going to file with a specific court or agency, start at the court's/agency's official website. Many courts and agencies have standardized forms for this purpose.

Preprinted California Court Forms

California Courts have provided preprinted fill-in forms for many commonly used court papers

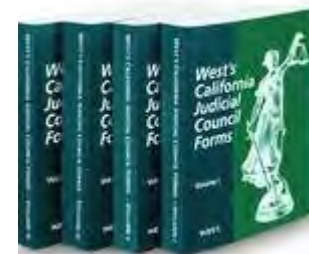
- Commonly called “Judicial Council Forms”
- Fully comply with all format requirements
- Either mandatory or optional
- Available in print and on California Courts website
- Many available in non-English versions

Print Resources – Available at County Law Libraries

Printed Judicial Council Forms are available from court clerks and in:

West's California Judicial Council Forms

- Four volume set, softcover
- Full-sized perforated forms
- Regular index and spine index



How to Find a Judicial Council Form

<http://www.courts.ca.gov/forms.htm>

- Forms listed by number
- Forms listed by name
- Fillable PDF's
- Downloadable

The screenshot shows the 'Forms & Rules' tab selected in the top navigation bar. Below it, the 'Browse All Forms' link is circled in red. Further down, the 'SELECT A GROUP OF FORMS' section contains a dropdown menu labeled 'Select Forms Group' with a red arrow pointing to it. To the right of the dropdown is a 'See Forms' button. Below the dropdown, two links are visible: 'All Forms Listed by Number' and 'All Forms Listed by Name', both with red arrows pointing to them. At the bottom, there is a link to the 'FAQ on how to view files'.

Forms & Rules | Opinions | Programs | Policy & Administration

Browse All Forms

SELECT A GROUP OF FORMS

Select Forms Group [v] See Forms

All Forms Listed by Number | All Forms Listed by Name

Trouble viewing a file?
For information on how to view files, please view the [FAQ on how to view files](#).

Using Judicial Council Forms

<http://www.courts.ca.gov/forms.htm>

- Mandatory or optional indicated in the lower left hand corner
- Form number in upper right corner of first page
- Form name in bottom center
- Bottom right corner, laws that relate to what form is about


[illegible]

“Mandatory” Judicial Council Forms

Browse All Forms

 [Print](#)

SELECT A GROUP OF FORMS

Family Law - Dissolution, Legal Separation and 

[See Forms](#)

[All Forms Listed by Number](#) | [All Forms Listed by Name](#)


RESULTS

*Forms marked with the asterisk are adopted for mandatory use by all courts.

Form	Date Revised	Description
FL-100  *	Jan 1, 2005	Petition-Marriage (Family Law)
FL-100S 	Jan 1, 2005	Petition-Marriage (Family Law) (Spanish)
FL-103  *	Jan 1, 2012	Petition - Domestic Partnership/Marriage
FL-105  *	Jan 1, 2009	Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)
FL-105 S 	Jan 1, 2009	Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) (Spanish)

“Optional” Judicial Council Forms

Browse All Forms

 [Print](#)

SELECT A GROUP OF FORMS

Pleading - Contract



[See Forms](#)

[All Forms Listed by Number](#) | [All Forms Listed by Name](#)

RESULTS

*Forms marked with the asterisk are adopted for mandatory use by all courts.

[Form](#) ▲

[Date Revised](#)

[Description](#)

[PLD-C-001](#) *

Jan 1, 2007

Complaint-Contract

[PLD-C-001\(1\)](#) *

Jan 1, 2007

Cause Of Action-Breach of Contract

[PLD-C-001\(2\)](#) *

Jan 1, 2009

Cause of Action-Common Counts

[PLD-C-001\(3\)](#) *

Jan 1, 2007

Cause of Action-Fraud

[PLD-C-010](#) *

Jan 1, 2007

Answer-Contract

“Optional” Judicial Council Forms

SELECT A GROUP OF FORMS

Pleading - Personal Injury, Property Damage, V

[All Forms Listed by Number](#) | [All Forms Listed by Name](#)

RESULTS

*Forms marked with the asterisk are adopted for mandatory use by all courts.

Form	Date Revised	Description
PLD-PI-001 *	Jan 1, 2007	COMPLAINT-Personal Injury, Property Damage, Wrongful Death
PLD-PI-001(1) *	Jan 1, 2007	Cause Of Action-Motor Vehicle
PLD-PI-001(2) *	Jan 1, 2007	Cause of Action-General Negligence
PLD-PI-001(3) *	Jan 1, 2007	Cause of Action-Intentional Tort
PLD-PI-001(4) *	Jan 1, 2007	Cause of Action-Premises Liability
PLD-PI-001(5) *	Jan 1, 2007	Cause of Action-Products Liability
PLD-PI-001(6) *	Jan 1, 2007	Exemplary Damages Attachment
PLD-PI-002 *	Jan 1, 2007	Cross-Complaint-Personal Injury, Property Damage, Wrongful Death
PLD-PI-003 *	Jan 1, 2007	ANSWER-Personal Injury, Property Damage, Wrongful Death

Judicial Council Legal Forms List

http://www.courts.ca.gov/documents/appendix_a.pdf

JUDICIAL COUNCIL FORMS

Form No.	Year	Title	[Rev. July 1, 2012]
ADOPTION			
ADOPT-050	7/1/2010	How to Adopt a Child in California	
ADOPT-200*	7/1/2010	Adoption Request	
ADOPT-210*	1/1/2011	Adoption Agreement	
ADOPT-215*	1/1/2011	Adoption Order	
ADOPT-220*	7/1/2010	Adoption of Indian Child	
ADOPT-225*	1/1/2005	Parent of Indian Child Agrees to End Parental Rights	
ADOPT-230*	1/1/2007	Adoption Expenses	
ADOPT-310*	1/1/2003	Contact After Adoption Agreement	
ADOPT-315*	1/1/2003	Request to Enforce, Change, End Contact After Adoption Agreement	

Using Judicial Council Forms

<u>CH-100-INFO</u>  <u>C</u>	1/1/2012	Can a Civil Harassment Restraining Order Help Me? (Chinese)
<u>CH-100-INFO</u>  <u>K</u>	1/1/2012	Can a Civil Harassment Restraining Order Help Me? (Korean)
<u>CH-100-INFO</u>  <u>S</u>	1/1/2012	Can a Civil Harassment Restraining Order Help Me? (Spanish)
<u>CH-100-INFO</u>  <u>V</u>	1/1/2012	Can a Civil Harassment Restraining Order Help Me? (Vietnamese)
<u>DV-500-INFO</u> 	1/1/2012	Can a Domestic Violence Restraining Order Help Me? (Domestic Violence Prevention)
<u>DV-500-INFO</u>  <u>C</u>	1/1/2012	Can a Domestic Violence Restraining Order Help Me? (Domestic Violence Prevention) (Chinese)
<u>DV-500-INFO</u> <u>K</u> 	1/1/2012	Can a Domestic Violence Restraining Order Help Me? (Domestic Violence Prevention) (Korean)
<u>DV-500-INFO</u> <u>S</u> 	1/1/2012	Can a Domestic Violence Restraining Order Help Me? (Domestic Violence Prevention) (Spanish)
<u>DV-500-INFO</u> <u>V</u> 	1/1/2012	Can a Domestic Violence Restraining Order Help Me? (Domestic Violence Prevention) (Vietnamese)
<u>EA-100-INFO</u> 	1/1/2012	Can a Restraining Order To Prevent Elder or Dependent Adult Abuse Help Me?

California Courts – Self-Help

<http://www.courts.ca.gov/>



Judicial Branch Home

Courts **Self-Help** **Forms & Rules** **Opinions** **Programs** **Policy & Administration**

Welcome to the California Judicial Branch
Committed to providing fair and equal access to justice for all Californians.

Tulare County Courthouse

GENERAL PUBLIC **LEGAL COMMUNITY**

Online Self-Help Center
Find information, tools, and resources to help resolve many common legal issues.

Jury Service
Learn all about jury basics or find links to your local court. For employers, learn about how you can support jury service.

QUICK LINKS
Amnesty Program for Traffic Tickets
Court-Related Legislation
Invitations to Comment

California Courts – Integrated Forms by Topic

<http://www.courts.ca.gov/>



- For each case type, provides basic information about applicable law
- Outlines steps in court process
- Forms presented within informational context
- Instructions for completing each form

Example of Integrated Information/Forms

<http://www.courts.ca.gov/1230.htm>

Self-Help

Getting Started

Small Claims

Families & Children

Divorce or Separation

» Basics

» **Filing for Divorce or Separation**

▪ Prepare for Filing Your Case

▪ Filing Your Case

▪ **Forms**

▪ Filing for Divorce or Separation
FAQs

» Responding to Divorce or Separation

» Completing Divorce or Separation

» Summary Dissolution

» Annulment

» Spousal/Partner Support

» Property and Debt

» Forms

» FAQs

Forms

You may not need all of these forms. Or you may need more forms. If you are not sure which [family law facilitator](#), [self-help center](#), or a lawyer. Click for [help finding a lawyer](#).

NOTE: All California courts use the same basic set of forms. But some courts have special, local forms. If you need any special, local forms, contact your court clerk or [check your court's website](#). The form number will be listed on the address and phone number of your local courthouse.

To download a form (in PDF format), click on the form number in the appropriate table. If the form number is circled, you will be able to fill and print it out.

FORMS - FILING FOR DIVORCE OR SEPARATION

Forms to Start a Divorce or Legal Separation

Forms to Complete Your Preliminary Disclosure

Example of Integrated Information/Forms

<http://www.courts.ca.gov/1229.htm>

FORMS - FILING FOR DIVORCE OR SEPARATION

+ [expand all](#) - [collapse all](#)

Forms to Start a Divorce or Legal Separation

Form Name	Form Number	Purpose	Instructions
<i>Petition — Marriage (Family Law)</i>	FL-100 	To start a divorce or legal separation when you are married. Lists dates, children, property, and debts. Do NOT use FL-100 if you are trying to end a same-sex marriage at the same time as a domestic partnership.	Instructions for Form FL-100  
OR	OR		
<i>Petition — Domestic Partnership/Marriage (Family Law)</i>	FL-103 	To start a divorce or legal separation when you are registered domestic partners. Also use FL-103 to end a domestic partnership at the same time as a same-sex marriage. Lists dates, children, property, and debts.	
<i>Summons (Family Law)</i>	FL-110 	Tells your spouse or domestic partner that a court case has started and what will happen if he or she does not respond in 30 days.	Instructions for Form FL-110 

Example of Integrated Information/Forms

<http://www.courts.ca.gov/1230.htm>

The screenshot displays the California Courts Self-Help website. At the top, a navigation bar includes links for Courts, Self-Help, Forms & Rules, Opinions, Programs, and Policy & Ad. Below this, a breadcrumb trail shows the path: Self-Help > Small Claims > Suing Someone > Write a demand letter asking your landlord to return a security deposit. The 'Small Claims' link in the breadcrumb is circled in red. On the left sidebar, under the 'Self-Help' heading, the 'Getting Started' section is expanded, and 'Small Claims' is circled in red. Below 'Small Claims', a list of options is provided, including 'Basics', 'Suing Someone' (with sub-options like 'Steps to Filing a Small Claims Case', 'Change Your Claim or Court Date', and 'Plaintiff's Post-Trial Checklist'), 'Being Sued', 'Research Your Case', 'Mediation', 'Going to Court', 'Collect Your Judgment', 'Pay Your Judgment', 'Appeals', 'Forms', and 'FAQs'. The main content area features a 'Welcome!' message, followed by text explaining that the program will help write a demand letter and asks questions to prepare the letter. It also includes a note about stopping and finding answers if unsure. A 'Next' button is visible at the bottom of the main content area.

Courts Self-Help Forms & Rules Opinions Programs Policy & Ad

Self-Help > Small Claims > Suing Someone > Write a demand letter asking your landlord to return a security deposit

Self-Help

Getting Started

Small Claims

- » Basics
- » Suing Someone
 - Steps to Filing a Small Claims Case
 - Change Your Claim or Court Date
 - Plaintiff's Post-Trial Checklist
- » Being Sued
- » Research Your Case
- » Mediation
- » Going to Court
- » Collect Your Judgment
- » Pay Your Judgment
- » Appeals
- » Forms
- » FAQs

Welcome!

This program will help you write a demand letter asking your landlord to

This program asks questions and then prepares a letter for you to send

If you don't know the answer to a question, you can stop and find the answer or change your answer later.

Next

Example of Integrated Information/Forms

<http://www.courts.ca.gov/1230.htm>

The screenshot displays the California Courts website interface. At the top, a navigation bar includes links for Courts, Self-Help, Forms & Rules, Opinions, Programs, and Policy & Administration. The 'Forms & Rules' link is circled in red. Below this bar, a breadcrumb trail reads 'Self-Help > Abuse & Harassment > Civil Harassment'. The main content area is divided into two columns. The left column, titled 'Self-Help', contains a list of categories: Getting Started, Small Claims, Families & Children, Divorce or Separation, Abuse & Harassment, and Civil Harassment. The 'Abuse & Harassment' category is circled in red and expanded to show sub-topics: Basics, Domestic Violence, Elder and Dependent Abuse, Civil Harassment, and Forms. The 'Civil Harassment' sub-topic is also circled in red. The right column, titled 'Civil Harassment', features a red 'WARNING:' banner with text about browsing history. Below this, it asks 'Are You in Danger Now?' and provides a list of resources to call for help, including legal aid and local resources.

Courts **Self-Help** **Forms & Rules** **Opinions** **Programs** **Policy & Administration**

[Self-Help](#) > [Abuse & Harassment](#) > [Civil Harassment](#)

Self-Help

- Getting Started
- Small Claims
- Families & Children
- Divorce or Separation
- Abuse & Harassment**
 - » Basics
 - » Domestic Violence
 - » Elder and Dependent Abuse
 - » Civil Harassment**
 - Ask for a Restraining Order
 - Respond to a Restraining Order
 - Enforce a Restraining Order
 - Renew a Restraining Order
 - Forms**



Civil Harassment

WARNING:

Please note that websites you visit may be viewed by someone else later. Always clear your browsing history after searching the web. Consider using a public or friend's computer if you are concerned about someone viewing your browsing history.

Are You in Danger Now? If you need help right now, call "911."

You can also call:

- A [legal aid or nonprofit in your area](#) , or
- Other [local resources](#) .

Example of Integrated Information/Forms

<http://www.courts.ca.gov/1230.htm>

Abuse & Harassment

- » Basics
- » Domestic Violence
- » Elder and Dependent Abuse
- » Civil Harassment
 - Ask for a Restraining Order
 - Respond to a Restraining Order
 - Enforce a Restraining Order
 - Renew a Restraining Order
 - Forms
 - Civil Harassment FAQs
- » Workplace Violence
- » FAQs

Eviction & Housing

Name Change

Traffic

Seniors & Conservatorship

Problems With Money

NOTE: All California courts use the same basic set of forms. But some court will need any special, local forms, contact your court clerk or [check your court site](#). If not, the site will list the address and phone number of your local court.

To download a form (in PDF format), click on the form number in the appropriate column. You will be able to fill and print it out.

Forms to Ask for a Civil Harassment Restraining Order


Form Name

Form Number


Can a Civil Harassment Restraining Order Help Me?

[CH-200](#) 

Request for Civil Harassment Restraining Orders

[CH-100](#) 

Notice of Court Hearing

[CH-109](#) 

How to find a Local Court Form

<http://www.courts.ca.gov/find-my-court.htm>

[Advanced Search](#)

CALIFORNIA COURTS
THE JUDICIAL BRANCH OF CALIFORNIA

[Forms & Rules](#) | [Opinions](#) | [Programs](#) | [Policy & Administration](#) | [News & Reference](#)

Find My Court

Print

Search Results

SUPERIOR COURT	LOCATION	CONTACT	JURY INFO	TRAFFIC	COURT OF APPEAL
Alameda	Location	Contact	Jury Info	Traffic	District 1
Alpine	Location	Contact	Jury Info	Traffic	District 3
Amador	Location	Contact	Jury Info	Traffic	District 3
Butte	Location	Contact	Jury Info	Traffic	District 3

How to Find a U.S. Court Form

<http://www.usa.gov/Topics/Reference-Shelf/forms.shtml>

Government Forms

Find federal forms and applications, by agency name.



Share



Tweet



E-mail This Page

Top Requested Forms

- [1040](#) (PDF) – U.S. Individual Income Tax Return
- [941](#) (PDF) – Employer's Quarterly Federal Tax Return
- [I-9](#) (PDF) – Employment Eligibility Verification
- [VA 22-1995](#) (PDF) – Request for Change of Program or Place of Training
- [W-9](#) (PDF) – Request for Taxpayer Identification Number and Certification

Administrative Office of the U.S. Courts

- [Bankruptcy Forms](#) ←
- [U.S. Courts Forms](#) ←

Alcohol and Tobacco Tax and Trade Bureau (TTB)

- [TTB Forms](#)

Department of Homeland Security

- [Citizenship and Immigration Services](#)
- [Citizenship and Immigration Services Ombudsman](#)

U.S. Court Forms by Category

<http://www.uscourts.gov/FormsAndFees/Forms/CourtFormsByCategory.aspx>



UNITED STATES COURTS

Home | Your Court Se

Text Size

FEDERAL COURTS RULES & POLICIES JUDGES & JUDGESHIPS STATISTICS FORMS & FEES

Forms & Fees

Forms

- ▶ [Court Forms by Category](#)
- ▶ [Court Forms by Number](#)
- ▶ [Bankruptcy Forms](#)

Fees

Home > Forms & Fees > Forms > Court Forms by Category

COURT FORMS BY CATEGORY

- ☒ [Attorney Forms](#)
- ☒ [Civil Forms](#)
- ☒ [Court Reporter Forms](#)
- ☒ [Criminal Forms](#)
- ☒ [CJA Forms & Instructions](#)
- ☒ [Human Resources Forms](#)
- ☒ [Jury Forms](#)
- ☒ [Other Forms](#)

United States Courts Bankruptcy Forms

<http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms.aspx>



The screenshot shows the United States Courts website's Bankruptcy Forms page. The header features the United States Courts logo with an eagle, navigation links (Home, Your Court Services, Court Locator), and a search bar. A red navigation bar contains links to FEDERAL COURTS, RULES & POLICIES, JUDGES & JUDGESHIPS, STATISTICS, FORMS & FEES, and COURT RECORDS. The left sidebar, titled 'Forms & Fees', has a 'Forms' section with links to 'Court Forms by Category', 'Court Forms by Number', and 'Bankruptcy Forms', and a 'Fees' section. The main content area is titled 'BANKRUPTCY FORMS' and includes a breadcrumb trail: Home > Forms & Fees > Forms > Bankruptcy Forms. A paragraph explains that official bankruptcy forms are required for filing and taking action in bankruptcy cases, with specific chapters (7 or 13) listed in Procedural Form B 200. Below this, there are two expandable sections: 'Part I - Official Forms, Instructions, and Committee Notes' and 'Part II - Procedural Forms and Instructions'. Under Part II, form 'B 13S' is listed with its title: 'Order Conditionally Approving Disclosure Statement, Fixing Rejections of Plan, and Fixing the Time for Filing Objections the Confirmation of the Plan, Combined with Notice Thereof Approval of the Disclosure Statement and the Hearing on C Instructions'.

UNITED STATES COURTS

Home | Your Court Services | Court Locator

Text-Size - A + SEARCH

FEDERAL COURTS RULES & POLICIES JUDGES & JUDGESHIPS STATISTICS FORMS & FEES COURT RECORDS

Forms & Fees

Forms

- ▶ Court Forms by Category
- ▶ Court Forms by Number
- ▶ [Bankruptcy Forms](#)

Fees

Home > [Forms & Fees](#) > [Forms](#) > Bankruptcy Forms

BANKRUPTCY FORMS

Official Bankruptcy Forms must be used to file and take action in bankruptcy cases necessary for use during the course of some bankruptcy proceedings. Required for chapter, such as chapter 7 or 13, are listed in Procedural Form [B 200](#), in Part II below bankruptcy can be found in [Bankruptcy Basics](#).

☑ [Part I - Official Forms, Instructions, and Committee Notes](#)

☒ [Part II - Procedural Forms and Instructions](#)

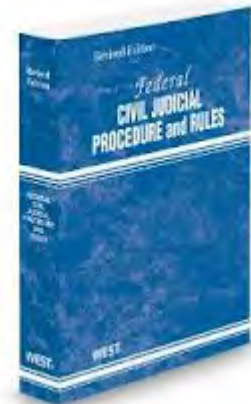
[B 13S](#) Order Conditionally Approving Disclosure Statement, Fixing Rejections of Plan, and Fixing the Time for Filing Objections the Confirmation of the Plan, Combined with Notice Thereof Approval of the Disclosure Statement and the Hearing on C [Instructions](#)

bankruptcy BASICS Visit [Bankruptcy Basics](#) for information and videos on federal bankruptcy laws.

Print Resources – Available at County Law Libraries

Official U.S. court forms available in print in:
Federal Rules Appendix of Forms

- One volume, softcover
- Unannotated



Form Packets on U.S. District Court Websites

There are also form packets developed specifically for those without lawyers – known as a pro se litigant

- Available on California District Court websites
- Commonly available for:
 - General and civil rights
 - Social security appeals

United States District Court Central District of California Website

<http://www.cacd.uscourts.gov/>

[Jurors](#) [Attorneys](#) [People without Lawyers](#) [Media](#) Text Size: - A +



UNITED STATES DISTRICT COURT
Central District of California
George H. King, Chief Judge

[Home](#) [Clerk Services](#) [E-Filing](#) [Judges' Requirements](#) [Directories](#) [Calendars](#) [Accommodations](#) [Court Procedures](#) [New](#)



been summoned for jury duty? As a juror you will play a significant role in ensuring that justice is carried out partially. [Learn more](#)

☐ **CM/ECF**
Case Management / Electr


☐ **PACER**
Public Access of Court Elec

☐ **Forms**
View and Download

☐ **Court Locations**
Get Directions

Central District of California Court Forms

<http://court/cacd.uscourts.gov/CACD/Forms.nsf/Forms>



Attorney Information | Calendars | CM/ECF | Filing Procedures | Forms | General Information | General Orders | Job Announcements | [Search Site](#)

Judges Procedures & Schedules | Jury | Local Rules | Media | Notices from the Clerk | Pro Se | Recent Opinions | Rosters & Schedules | Services

Forms

View by Category | View by Form Number | View by Alphabetical Order

<< Previous | >> Next | - Collapse | + Expand |

Found 213 items.

Category	Form Number	Title	Last Revised	Fillable
▶ ADR Forms				
▶ AO Forms				
▶ Appeals Forms				
▶ Civil Forms				
▶ CJA Forms				
▶ Criminal Forms				
▶ General Forms				
▶ Human Resources				
▶ Interpreter Forms				
▶ Jury Forms				
▶ Magistrate Forms				
▶ Miscellaneous				
▶ Pro Se Clinic Forms				
▶ Pro Se Packets				
▶ Probation Forms				

<http://www.publiccounsel.org/featured?id=0003>

Our Stories

News Clips

Press Releases

Publications

Video

Featured Federal Pro Se Clinic - Forms and Guides

GUIDES

Guide - Preparing a Federal Case

Guide - How to Write a Complaint

Guide - What Do I Do If I Have Been Sued? PLUS Forms

Guide - How to File a Motion PLUS Forms

Guide - How to Oppose a Motion PLUS Forms

Guide - How to Enter Default Against Defendants PLUS Forms

Guide - How to Move to Set Aside Entry of Default PLUS Forms

Guide - Can I Appeal the Decision in My State Case to the Federal District Court?

Guide - Can I Sue a Judge?

FORMS

Form - MS Word Pleading Paper Caption Page

Form - MS Word Pleading Paper

Form - Complaint

Form - Social Security Administration Complaint

Bookmarks

Pro Se Litigants in the Central District of California

1 - GENERAL COMPLAINT - FORM

2 - CIVIL RIGHTS COMPLAINT PURSUANT to 42 U.S.C. § 1983 (non-prisoners) -

3 - COMPLAINT FOR REVIEW OF SOCIAL SECURITY DECISION -FORM

1 Name: _____
2 Address: _____
3 _____
4 Phone: _____
5 Plaintiff In Pro Per

UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

6
7
8
9
10 _____) Case No.: _____
11 **PLAINTIFF,**) (To be supplied by the Clerk.)
12 **vs.**) **COMPLAINT FOR:**
13 _____)
14 _____)
15 _____)
16 _____)
17 _____) **Jury Trial Demanded**
18 **DEFENDANT(S).**)

I. JURISDICTION

1. This Court has jurisdiction under _____

Creating a Form

If there is not a pre-printed form for your action, then you must create a unique form. There are library resources that will help you and give sample language.

- Motion to Set Aside a Judgment
- Motion for Stay of Execution
- Motion for Change of Venue
- Petition for Writ of Mandate
- Motion to Disqualify Judge

Drafting a Pleading

- For state courts, must be created per California Rules of Court 2.100 – 2.119 in legal format on pleading paper
- Format of a California complaint in *California Forms of Pleading and Practice*, ch. 123 – Complaints
- To create pleading, use Microsoft Word (versions 2003 and earlier) Pleading Wizard

YOUR NAME
Street Address
City, State Zip
Phone Number (with area code)
Fax Number (If applicable)
Email Address (If applicable)
In Pro Per

SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

NAME OF PLAINTIFF:

Plaintiff,

vs.

NAME OF DEFENDANT(S).

Defendant(s)

Case No.: 12-3-456789-1

DOCUMENT NAME (e.g. , COMPLAINT FOR DAMAGES)


This is a **SAMPLE** pleading paper template for the Los Angeles County Superior Court. Check the **California Rules of Court §§ 2.100-2.150** to verify current court requirements regarding page formatting and fonts:

Sample Pleadings Developed by California Superior Courts

<http://courts.ca.gov/partners/55.htm>

Instructional Materials

This section includes samples from courts of informational materials, instructions, and videos providing basic legal information and explanation about the court process in a variety of matters. It also includes templates and sample pleadings developed by self-help centers to assist self-represented litigants in completing forms and pleadings.

Courts throughout the country have also developed materials to assist self-represented litigants. You can access many of those materials through <http://www.selfhelpsupport.org> 



This section includes samples of instructions and handouts providing basic legal information and explanation about the court processes from several superior courts. It also includes templates and sample pleadings courts have developed to help litigants.

IMPORTANT: Use only materials provided by the court of jurisdiction in your case, or confirm with your court that the instructions and procedures are the same. Links to all of California's superior courts can be found at <http://www.courts.ca.gov/find-my-court.htm>.

If you are a self-represented litigant and need help with a legal matter, please visit the [California Courts Online Self-Help Center](#).

[Adoption](#)

[Enforcement/Judgment Collection](#)

[Personal Injury](#)

[Alternative Dispute Resolution](#)

[Evidence](#)

[Probate](#)

[Appeals](#)

[Expungements](#)

[Research Tools](#)

[Arbitration](#)

[Family Law](#)

[Seniors](#)

Form Books

Contain both sample forms and explanations about how to use the forms

Can be categorized:

- General
- Jurisdictional (e.g., state-specific, federal)
- Subject-specific

Available on Lexis, Westlaw, CEB OnLaw and EBSCO database, Legal Information Reference Center

Tip: Sample forms are just that -- samples.

Popular California Form Books

California Forms of Pleading and Practice:

- Also available on Lexis
- Sample forms for complaints, answers and motions

California Points and Authorities:

- Also available on Lexis
- Memorandums of points and authorities in support of motions



California Legal Forms: Transaction Guide:

- Also available on Lexis
- Transactional rather than court pleading forms
- Non-litigation business and personal transactions

Popular California Form Books

West's California Code Forms:

- Also available on Westlaw



CEB (California Continuing Education of the Bar) publications:

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Rutter California Practice Guides:

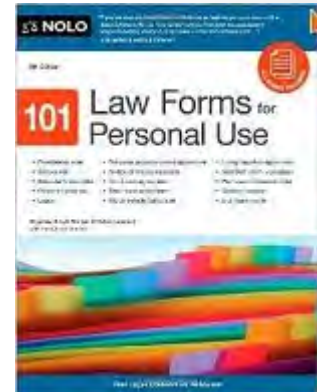
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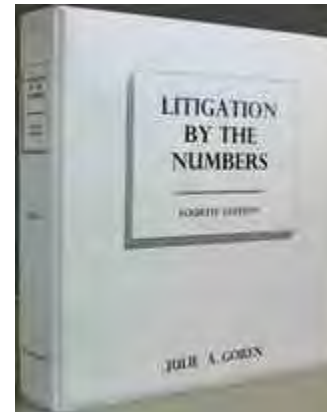
101 Law Forms for Personal Use (Nolo):

- SHC KF170 .054



Litigation by the Numbers (Lawdable Press):

- SHC KFC 995.A65 G67 2003



Win Your Lawsuit (Nolo):

- SHC KFC968 .W56



Commercial Databases at County Law Libraries (in-library use only)

Lexis:

- *California Forms of Pleading and Practice, California Points and Authorities and California Legal Forms: Transaction Guide*



WestlawNext:

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California consortium hosts full access (remotely) by county

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<http://www.calbar.ca.gov/Public.aspx>



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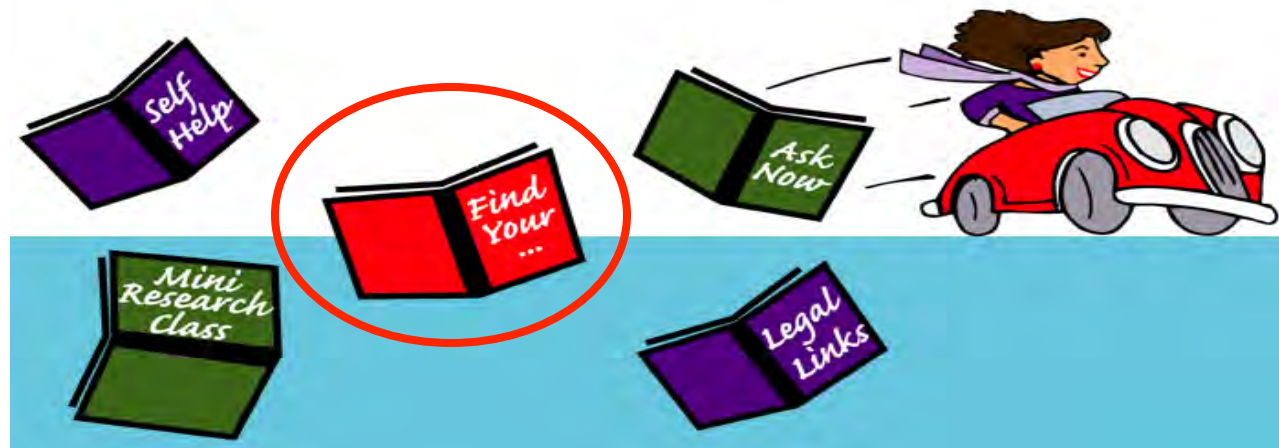
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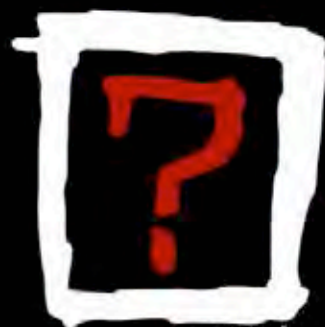
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