

Chapter 1
APPEARANCE BY PLAINTIFF

- § 1.1 Vocabulary
 - § 1.2 Preparing the Complaint and Accompanying Forms
 - 1.2.1 The Caption
 - 1.2.2 The Body
 - 1.2.3 The Prayer
 - 1.2.4 The Date and Signature Lines
 - 1.2.5 Exhibits to Complaint
 - 1.2.6 “Summons”
 - 1.2.7 “The Verification”
 - 1.2.8 “Civil Case Cover Sheet”
 - 1.2.9 “Civil Case Cover Sheet Addendum”
 - § 1.3 Delivering the Complaint and Accompanying Forms to the Court Clerk
 - 1.3.1 Preparing the Package
 - 1.3.2 Instructions and Delivery to the Court Clerk
 - § 1.4 Filing Complaint/Issuing Summons
 - § 1.5 Service and Proof of Service of Summons and Complaint
 - 1.5A “Statement of Damages”
 - 1.5.1 Personal Service
 - Preparing and Filing the Proof of Service
 - “Proof of Service of Summons”
 - 1.5.2 Substituted Service
 - Preparing and Filing the Proof of Service
 - 1.5.3 Service by Mail
 - “Notice and Acknowledgment of Receipt”
 - Preparing and Filing the Proof of Service
 - 1.5.4 Service Outside California
 - Preparing and Filing the Proof of Service
 - 1.5.5 Service by Publication
 - “Application for Publication”
 - “Order for Publication of Summons, Citation or Notice of Hearing”
 - Filing with the Court
 - Delivery to the Newspaper
 - “Declaration of Mailing or of Inability to Ascertain Address”
 - Preparing and Filing the Proof of Service and Declaration
 - § 1.6 Extending Time for Service and Proof of Service of Summons and Complaint
- Judicial Council Complaint Form

Chapter 2
FILING AND SERVICE

- § 2.1 Vocabulary
- § 2.2 Introduction
- § 2.3 Authorized Methods of Service and Related Extensions of Time
 - Service by Mail

- Service by Overnight Delivery or Express Mail
- Service by Fax
- Electronic Service
- Personal Service
- § 2.4 Proof of Service
- § 2.5 *Reserved*
- § 2.6 Preparing Documents for Filing and Service
- § 2.7 Delivery to and Filing with the Court
 - By Hand-Delivery or Mail
 - By Fax
- § 2.8 *Reserved*
- § 2.9 Service on Interested Parties
- § 2.10 Calendaring in California State Court

Chapter 3 DEFAULT BY DEFENDANT

- § 3.1 Vocabulary
- § 3.2 Introduction
- § 3.3 Entry of Default
 - “Request for Entry of Default”
 - Service
 - Compiling Request for Entry of Default and Proof of Service of Summons
- § 3.4 Obtaining Default Judgment
 - 3.4.1 Obtaining Default Judgment from the Clerk
 - “Judgment” [by Default by Clerk]
 - Filing Request for Entry of Default and Judgment by Default By Clerk
 - 3.4.2 Obtaining Default Judgment from the Court
 - “Judgment by Court After Default”

Chapter 4 APPEARANCE BY DEFENDANT

- § 4.1 Vocabulary
- § 4.2 Introduction
 - “[Counter] Civil Case Cover Sheet”
- § 4.3 The “Answer”
 - The Caption
 - The Body
 - Affirmative Defenses
 - The Prayer, Date and Signature Lines
 - Exhibits
 - “Verification”
- § 4.4 Filing and Service of the Answer
- § 4.5 The “Cross-Complaint”
 - The Caption
 - The Body

- The Prayer, Date and Signature Lines
- Exhibits to Cross-Complaint
- “Verification”
- § 4.6 Filing and Service of the Cross-Complaint
 - 4.6.1 Filing and Service When Cross-Complaint Names A Party as Cross-Defendant
 - 4.6.2 Filing and Service When Cross-Complaint Names Non-Party as Cross-Defendant
 - “Summons” on Cross-Complaint
 - Delivering the Cross-Complaint and Accompanying Forms to the Court Clerk
 - Preparing the Package
 - Instructions and Delivery to the Court Clerk
 - Filing Cross-Complaint/Issuing Summons
 - Service of Summons and Cross-Complaint on Non-Party Cross-Defendant and Attorneys of Record
- § 4.7 Responding to the Cross-Complaint
- Judicial Council Forms - Answer, General Denial, Cross-Complaint

Chapter 5 DISCOVERY

- § 5.1 Vocabulary
- § 5.2 Introduction
- § 5.3 The Deposition
 - 5.3.1 Deposition of a Party - Appearance Only
 - Set a Date, Time and Place for the Deposition
 - Contact the Court Reporter
 - “Notice of Taking Deposition”
 - Service of Notice of Taking Deposition
 - Objections to the Notice
 - Service of the Objection
 - 5.3.2 Deposition of a Party Where Production of Documents is Demanded
 - Set a Date, Time and Place for the deposition
 - Contact the Court Reporter
 - “Notice of Taking Deposition and Demand for Production of Documents for Inspection and/or Copying”
 - Service of Notice of Taking Deposition and Demand for Production
 - 5.3.3 Deposition of a Non-Party - Appearance Only
 - Set a Date, Time and Place for the Deposition
 - Contact the Court Reporter
 - “Notice of Taking Deposition”
 - “Deposition Subpoena for Personal Appearance”
 - Service of Subpoena
 - Serving the Attorneys of Record
 - 5.3.4 Deposition of a Non-Party (Custodian of Records) for Appearance and Production of Documents and Things

Set a Date, Time and Place for the Deposition
Contact the Court Reporter
“Notice of Taking Deposition and Demand for Production
of Documents”
“Deposition Subpoena for Personal Appearance and
Production of Documents and Things”
Service on Witness and Attorneys of Record
Further Procedures for Personal Records of Consumer
“Notice to Consumer or Employee and Objection”
“Certificate of Compliance with C.C.P. § 1985.3(b)(1)”
Service on Consumer, Attorneys of Record, and Witness
Serving the Consumer
Serving the Attorneys of Record
Serving the Witness

5.3.5 Deposition of a Non-Party - Production of Business Records
Set a Date, Time and Place for the Deposition
“Deposition Subpoena for Production of Business Records”
Contact the Deposition Officer
“Notice to Consumer or Employee and Objection”
“Certificate of Compliance with C.C.P. § 1985.3(b)(1)”
Service on Consumer, Attorneys of Record, and Witness
Serving the Consumer
Serving the Attorneys of Record
Serving the Witness

§ 5.4 Interrogatories

5.4.1 Special Interrogatories
5.4.2 “Declaration for Additional Discovery”
5.4.3 Judicial Council Form Interrogatories
Form Interrogatories
5.4.4 Service
5.4.5 “Response to Interrogatories”
“Verification”
Service

§ 5.5 Requests for Admission

5.5.1 “Declaration for Additional Discovery”
5.5.2 Service
5.5.3 “Response to Requests for Admission”
5.5.4 “Verification”
5.5.5 Service

§ 5.6 Demand for Production

5.6.1 Service

§ 5.7 “Response to Demand for Production”

5.7.1 “Verification”
5.7.2 Service

Chapter 6 MOTIONS

- § 6.1 Vocabulary
- § 6.2 Introduction
- § 6.3 Regular Motions
 - 6.3.1 "Notice of Motion"
 - 6.3.1.1 Setting the Hearing
 - 6.3.1.2 Preparing the Notice
 - 6.3.2 "Memorandum of Points and Authorities"
 - 6.3.3 Declarations
 - 6.3.4 Separate Statement
 - 6.3.5 Exhibits
 - 6.3.6 Filing and Service of Motion
 - 6.3.7 Opposing the Motion/Replying to the Opposition
 - 6.3.8 Filing and Service of P's & A's in Opposition to Motion/in Reply to Opposition
 - 6.3.9 Tentative Ruling on the Motion
 - 6.3.10 Hearing on the Motion
 - 6.3.10.1 Telephone Appearance
 - 6.3.10.2 "Notice of Intent to Appear By Telephone"
 - 6.3.11 "Notice of Ruling"
 - 6.3.12 "Order"
- § 6.4 *Ex Parte* Applications
 - 6.4.1 Choose a Hearing Date
 - 6.4.2 Giving Interested Parties Notice of the *Ex Parte* Application
 - 6.4.3 "Application"
 - 6.4.4 "Declarations" and "Exhibits"
 - 6.4.5 "Memorandum of Points and Authorities"
 - 6.4.6 "Order"
 - 6.4.7 Filing and Service
 - 6.4.8 "Notice of Ruling"
- § 6.5 Demurrers
 - 6.5.1 "Notice of Hearing"
 - 6.5.2 "Demurrer"
 - 6.5.3 "Memorandum of Points and Authorities"
 - 6.5.4 Filing and Service
 - 6.5.5 Opposing the Demurrer/Replying to the Opposition
 - 6.5.6 Filing and Service of P's & A's in Opposition to Demurrer/Replying to the Opposition
 - 6.5.7 Tentative Ruling on Demurrer
 - 6.5.8 Hearing on Demurrer
 - 6.5.9 "Notice of Ruling on Demurrer"
 - 6.5.10 "Order"
 - 6.5.11 Amending/Responding to the Complaint
- § 6.6 Motions to Strike
 - 6.6.1 "Notice of Motion"
 - 6.6.2 "Memorandum of Points and Authorities"

- 6.6.3 Filing and Service
- 6.6.4 Opposing the Motion to Strike/Replying to the Opposition
- 6.6.5 Filing and Service of P's & A's in Opposition to Motion to Strike/in Reply to the Opposition
- 6.6.6 Tentative Ruling on Motion to Strike
- 6.6.7 Hearing on the Motion to Strike
- 6.6.8 "Notice of Ruling on the Motion to Strike"
- 6.6.9 "Order"
- § 6.7 Motions for Summary Judgment and Summary Adjudication
 - 6.7.1 Motion for Summary Judgment
 - 6.7.1.1 "Notice of Motion"
 - 6.7.1.2 "Memorandum of Points and Authorities"
 - 6.7.1.3 "Declarations" and "Exhibits"
 - 6.7.1.4 "Moving Party's Separate Statement of Undisputed Facts"
 - 6.7.1.5 Filing and Service
 - 6.7.1.6 Lodging Deposition Transcripts/Documentary Evidence
 - 6.7.1.7 Opposing the Motion
 - 6.7.1.8(a) "Responding Party's Statement of Disputed and Undisputed Material Facts"
 - 6.7.1.8(b) Written Objections to Evidence
 - 6.7.1.9 Filing and Service of P's & A's in Opposition to Motion
 - 6.7.1.10 Replying to Opposition
 - 6.7.1.11 Tentative Ruling on Motion
 - 6.7.1.12 Hearing on Motion
 - 6.7.1.13 "Notice of Ruling"
 - 6.7.2 Motion for Summary Adjudication
 - 6.7.2.1 "Notice of Motion"
 - 6.7.2.2 "Moving Party's Separate Statement of Undisputed Material Facts"
 - 6.7.2.3 "Opposing Party's Separate Statement of Disputed and Undisputed Facts"

Chapter 7 PRE-TRIAL

- § 7.1 Vocabulary
- § 7.2 Case Management
 - 7.2.1 Alternative Dispute Resolution
 - 7.2.2 Case Management Conference
 - 7.2.2.1 Meet and Confer
 - 7.2.2.2 "Case Management Conference Statement"
 - 7.2.2.3 Case Management Conference and Order
 - 7.2.3 Mandatory Settlement Conference
- § 7.3 Compelling Attendance of Witnesses at Trial
 - 7.3.1 Subpoenaing the Lay Witness Only
 - "Civil Subpoena"

- Service
- 7.3.2 Subpoenaing the Police Officer
"Civil Subpoena"
Service
- 7.3.3 Subpoenaing the Witness and Documents
"Civil Subpoena (Duces Tecum)"
"Notice to Consumer"
"Certificate of Compliance with C.C.P. § 1985.3(b)(1)"
Service
- 7.3.4 Subpoenaing Documents Only
- § 7.4 Jury Instructions
- § 7.5 Trial-Related Calendaring

Chapter 8 SETTLEMENT AND DISMISSAL

- § 8.1 Vocabulary
- § 8.2 Settlement and Dismissal
 - 8.2.1 Notifying the Court of Settlement
 - 8.2.2 "Release"
 - 8.2.3 "Request for Dismissal"
 - 8.2.4 Filing and Service
 - 8.2.5 Entry of Dismissal
 - 8.2.6 "Notice of Entry of Dismissal"
 - 8.2.7 Filing and Service

Chapter 9 JUDGMENT AND ENFORCEMENT

- § 9.1 Vocabulary
- § 9.2 Judgment
 - 9.2.1 Judgment After Jury Trial
"Notice of Entry of Judgment"
Service
 - 9.2.2 Judgment After Trial by Court
"Statement of Decision"
"Judgment"
Judicial Council Form Judgment
Judgment on Pleading Paper
Filing and Service of Judgment and Statement
of Decision
"Notice of Entry of Judgment"
 - 9.2.3 Costs of Suit
"Memorandum of Costs"
The Worksheet
The Summary
Proof of Service
Filing and Service
- § 9.3 Enforcement
 - 9.3.1 Creating a Lien on Real Estate

- “Abstract of Judgment”
- Issuing the Abstract of Judgment
- Recording the Abstract of Judgment
- 9.3.2 Seizure of Known Assets
 - “Application for Issuance of Writ of Execution, Possession, or Sale”
 - “Writ of Execution”
 - Filing of Application/Issuance of Writ of Execution
 - “Notice of Levy”
 - “Levying Instructions”
- 9.3.3 Identifying Assets
 - “Application and Order for Appearance and Examination”
 - Filing and Service
- 9.3.4 Recouping Enforcement Costs
 - “Memorandum of Costs After Judgment”
 - Filing and Service
- 9.3.5 Satisfaction of Judgment
 - “Acknowledgment of Satisfaction of Judgment”
 - Filing and Service

GLOSSARY

APPENDICES

Appendix A - TABLE OF FORMS

- Judicial Council Forms

- Los Angeles County Forms

- Text Forms

- Miscellaneous Forms

Appendix B - List of Los Angeles County Districts

Appendix C - How to Type Citations

Appendix D - Attorney Service Do's and Don'ts

Appendix E - Calendar of Court Holidays

Appendix F - Superior Court of California (Abbreviated) Statewide Civil Fee Schedule

INDEX