

CIVIL LAWSUIT NOTICE – RULE 3.740 COLLECTIONS CASE

Superior Court of California, County of Santa Clara
191 N. First Street, San José, CA 95113

CASE NUMBER: _____

PLEASE READ THIS ENTIRE FORM

PLAINTIFF (the person suing): Within 180 days after filing the lawsuit, you must serve each defendant with the *Complaint*, *Summons*, and a copy of this *Civil Lawsuit Notice – Rule 3.740 Collections Cases*, and you must file written proof of such service.

DEFENDANT (The person being sued): **You must do each of the following to protect your rights:**

1. You must file a **written response** to the *Complaint*, using the proper legal form or format, in the Clerk's Office of the Court, within **30 days** of the date you were served with the *Summons* and *Complaint*;
2. You must send a copy of your written response on the Plaintiff's attorney (to "serve by mail" means to have an adult other than yourself mail a copy to the Plaintiff's attorney); and
3. You must come to Court when you are notified of a Court date.

**Warning: If you, as the Defendant, do not follow these instructions,
you may automatically lose this case.**

Your CASE MANAGEMENT JUDGE is: _____ **in DEPT:** _____

Your Case Management Judge will hear any motions filed in your case before trial. A motion is a written request, filed with the Court, asking the Court to make decisions about your case.

RULES AND FORMS: You must follow the California Rules of Court (CRC) and the Superior Court of California, County of Santa Clara Local Civil Rules and use proper forms. You can get legal information, view the rules and get forms, free of charge, from the **Self-Help Center** at 99 Notre Dame Avenue, San José (408-882-2900 x-2926), or from:

- State Rules and Judicial Council Forms: www.courts.ca.gov/forms.htm and www.courts.ca.gov/rules.htm
- Local Rules and Forms: www.scscourt.org

OTHER HELPFUL LEGAL RESOURCES:

- On our website, click the Self-Help tab, then Civil www.scscourt.org
- Lawyer Referral and Modest Means Panel: (408) 971-6822 www.sccba.com
- California Codes ("The Law"): Select the code & click "Search" www.leginfo.ca.gov/calaw.html
- Pro Bono Project Lawyers in the Library: San José, (408) 808-2382 www.probonoproject.org
- Pro Bono Project Lawyers in the Library: Mountain View, (408) 998-5298 x-311 www.probonoproject.org
- State Referral and Self-Help Resources website www.lawhelpcalifornia.org
- Santa Clara County Law Library: 360 N. First St., San José, (408) 299-3567 www.sccll.org
- Do-It-Yourself legal books www.santaclearacountylib.org
- Consumer Law - Alexander Law Center (Santa Clara University): www.sjlibrary.org (408) 288-7030
- Department of Consumer Affairs www.dca.ca.gov
- Office of Human Relations (Mediation) www.sccdrps.org

WARNING: Sanctions may be imposed if you do not follow the California Rules of Court or the Local Rules of Court.