

# Instructions For Unlawful Detainer

## WHEN TO USE THIS PACKET

Unlawful Detainer is only **one** of the legal actions for a landlord to evict a tenant(s) from residential property. These instructions are for landlords without attorneys. This packet is **not** for commercial tenants, Section 8, or floating homes. If you are not a self-represented landlord of residential property, you should not use this packet and should consult with a private attorney.

You can only use this packet if you are the owner of residential property that is leased/rented to another person(s). This packet is designed for a landlord to evict the tenants in an **uncontested** unlawful detainer. If you expect your tenant to contest this action, you should seek legal advice from a private attorney.

This packet contains information regarding the different types of notices, the various forms, and a general overview of the process of an uncontested Unlawful Detainer action. The self-represented landlord should be cautious because if the procedure is not followed, **the landlord can be subject to liability and/or have the case dismissed.**

**Consult with a private attorney before you proceed with this packet.**

## UNLAWFUL DETAINER

### Definition Of Unlawful Detainer

An Unlawful Detainer is only **one** of the legal actions for a landlord to evict a tenant(s) from rental property. These instructions are for landlords without attorneys and are **not** for **commercial tenants or Section 8**. If you are attempting to evict a commercial tenant or Section 8 residential tenant, please seek advice from an attorney (see “referrals” below).

The following information is for uncontested unlawful detainers. Uncontested means that your Tenant does not file an Answer (or other responsive document) to the court action. Contested means the Tenant files an Answer (or other responsive document) to the court case.

Unlawful Detainer actions can be complicated and the requirements are strict. If the procedure is not correctly followed, the landlord may be sued and/or the court may dismiss the action. The Fresno Superior Court Self-Help Center recommends seeking legal advice from an attorney.

### Who Can Sue

The landlord, successor, or property management company (if there is a written agreement with the owner to sign the lease) may file an Unlawful Detainer action. If the landlord is a corporation, the corporation may not represent itself and must hire an attorney.

### How To Get Started

Before a landlord can bring a court action to evict the tenant(s), the landlord **must** have the tenant(s) properly served with **notice**. Below are the different types of notices. Notice forms must be written and state the complete address of the property.

If the notice gives the tenant an option of complying with a condition (such as paying rent **or** vacating the premises), the notice must contain the name, telephone number, address, name of the person authorized to receive payment, hours available to receive payment, and method of payment. Notices are available at large stationary stores, or can be prepared by an attorney.

**3-day Notice to Perform Covenant or Quit:** Serve this notice if tenant is violating the agreement. The tenant must correct the problem within three days or move. Example: the agreement states no pets, and tenant now has a dog. The situation must be remedied in the stated three days. If on the fourth day the tenant doesn't correct the problem, you may file your unlawful detainer action to evict the tenant.

**3-day Notice to Quit:** Serve this notice if landlord wants tenant to move and there is nothing the tenant can correct to remain on the property. Landlord would use this notice if tenant has sublet the property in violation of the agreement, or if tenant is doing something illegal on the property. If the tenant is doing something dangerous or illegal, you should consult an attorney for advice.

**3-day Notice to Pay Rent or Quit:** Serve this notice if tenant is not paying rent. Use this notice if you don't necessarily want your tenant to move, but want tenant to pay rent.

**30-day Notice of Termination of Tenancy:** Serve this notice when the Landlord wants to evict the tenant for any reason. Landlord does not need to state a reason why the tenant must move.

**NOTE:** If there is a lease for a fixed term, please seek legal advice because the landlord may be liable for damages.

**60-day Notice to Termination of Tenancy:** Serve this notice if the tenant has been in possession of the property for longer than one year and the Landlord wants to evict the tenant for any reason.

**NOTE:** If there is a lease for a fixed term or the tenant has been in possession in excess of one year, please seek legal advice because the landlord may be liable for damages.

## UNLAWFUL DETAINER

### How To Have Tenant(s) Served With Notice

The above notices are served on each tenant. A sheriff, registered process server, or any person who is at least 18 years of age, and not a party to the action may complete Service. If the action is contested, a proof of service will not be relied upon at trial to prove the notice to quit was served in accordance with the requirements of law. The **testimony of the person who served is required**, unless service was made by a sheriff, marshal, or registered process server.

**Personal Service:** Each tenant is served by having someone personally hand the notice to each tenant(s). The person serving the notice must complete a Proof of Service.

**Substituted Service:** If the tenant(s) cannot be found, the server must make **at least** three attempts to serve the tenant(s). Two of those attempts may be on the same day at different times. If the server is still unable to locate the tenant(s), the server can give the documents to anyone at the residence who is over the age of 18. The server will need the name of that person served for the Proof of Service. The server must then mail a copy of the notice to the tenant(s) at the property address.

**Posting and Mailing:** If the server is unable to find the tenant(s) or anyone else at the property and doesn't know where the tenant(s) work, then the server can post the notice on the door of the residence and mail the notice to the property address. There must have been **at least** three documented attempts to personally serve the tenant(s) before serving the notice in this manner.

**NOTE: If you are attempting to serve the Summons and Complaint by posting and mailing, you must get a court order allowing you to do so. This does not apply to the Notice, only the Summons and Complaint (see below).**

### Where To File

If the tenant does not resolve the issue (depending upon the type of notice) after the time stated in the notice has expired, landlord can file an Unlawful Detainer action with the proper court, which is determined by the zip code of the location of the property.

### What To File

Prepare the Summons, Complaint (attach a copy of the notice, proof of service of the notice, and a copy of the lease agreement), and the Civil Case Cover Sheet with copies. The amount of copies required will depend on the amount of tenants. For example, if you had two tenants, you would need the original and three copies. The court will keep the original and return the copies to you. One set of copies is for your records. The other copies are for the tenants (each tenant must be served). You must also provide stamped envelopes to the court (one envelope addressed to "All Occupants" and one additional envelope for each named defendant) addressed to the property address. For example, if there are two tenants residing at the property, you must submit three envelopes.

Once the summons and complaint are filed with the court, this matter must be resolved within 45 days (unless the court orders something different) or the court may dismiss your action.

Next, the Summons, Complaint, and a blank Answer **must be served on each tenant** in a manner mentioned above. If you believe there may be other people residing in the residence that are not named in the complaint, you must serve a Prejudgment Claim of Right to Possession. Serving a Prejudgment Claim of

## UNLAWFUL DETAINER

Right to Possession will extend the time you have to wait before proceeding. Please seek legal advice regarding service/procedure when using this notice.

You must have the tenant(s) served with the Summons and Complaint within fifteen (15) days from the date the unlawful detainer was filed. A proof of service must be filed with the court (unless the tenant(s) file an Answer). If a Prejudgment claim of Right of Possession was also served (or posted), you **must** have a proof of service for the Prejudgment claim of Right of Possession.

**NOTE:** If the whereabouts of the tenant are unknown after the filing of the Summons and Complaint and the landlord wants to serve the Summons and Complaint by posting, the landlord must obtain a court order prior to posting and by mailing of the Summons and Complaint, not the notice. If service was performed by posting, the application for “service by posting” must be filed. The Service by posting is a separate packet that may be purchased from the Self-Help Center.

### **What Is Next In The Uncontested Case**

If the tenant(s) were personally served, the tenant(s) have at least five days to file their Answer to the unlawful detainer. A Landlord cannot file a Request for Entry of Default until at least five days after the date of service (10 days from the date of mailing **if** a Prejudgment Claim of Right to Possession was also served). The day of service and holidays are not counted. If the fifth (or 10<sup>th</sup>) day falls on Saturday or Sunday or a holiday, the landlord must wait until the 2<sup>nd</sup> business day to file the Request for Entry of Default.

If the tenant was served by substituted service or posting and mailing, landlord must give the tenant 10 additional days (plus the time stated in the notice) to respond. You should seek legal advice.

Next, prepare your Request to Enter Default, Declaration for Default, Judgment, and Writ of Possession.

Once the Writ is issued, you must take the Writ and a letter of instruction to the Sheriff’s Department. The sheriff will serve the Writ and the tenant(s) are then given five days before the sheriff will evict the tenant(s). The landlord must be present to change the locks at that time.

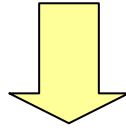
### **What is Next In A Contested Hearing**

If the tenant(s) file an answer or a Prejudgment Claim of Right to Possession, the case will be “at issue” and the parties will have to either agree to new terms or file a Request/Counter Request To Set Case For Trial (form UD-150). The hearing will be held where each party will testify as to the circumstances. The judge will make a decision and a judgment will need to be prepared. Seek legal advice (see below).

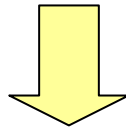
**UNLAWFUL DETAINER  
(INSTRUCTIONS FOR THE PLAINTIFF)**

**7 STEPS:**

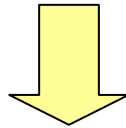
**STEP 1. SERVING NOTICE TO THE TENANT(S).**



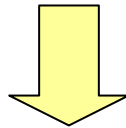
**STEP 2. COMPLETING THE UNLAWFUL DETAINER PAPERWORK.**



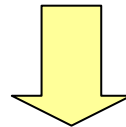
**STEP 3. FILING THE FORMS.**



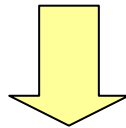
**STEP 4. SERVING THE DOCUMENTS.**



**STEP 5. FILING THE PROOF OF SERVICE.**



**STEP 6. IF THE TENANT(S) FAIL TO RESPOND.**



**STEP 7. RIGHT TO A COURT TRIAL.**

# UNLAWFUL DETAINER

## (INSTRUCTIONS FOR THE PLAINTIFF - CONTINUED)

### 1. SERVING NOTICE TO THE TENANT(S)

Before the landlord can bring court action to evict the tenant(s), the tenant(s) must have been properly (officially) served with a *3-day Notice*, *30-day Notice*, or *60-day Notice to Terminate Tenancy* and failed to obey the notice. Forms are available at any large stationery store or can be prepared by an attorney:

- 3-day Notice (There are different types and landlords are strongly urged to read the attached documents and **seek legal advice**).
- 30-day Notice to Terminate Tenancy (Landlords are strongly urged to read the attached documents and **seek legal advice**—especially if the lease is for a fixed term).
- 60-day Notice to Termination of Tenancy (Landlords are strongly urged to read the attached documents and **seek legal advice**—especially if the lease is in excess of one year).

### 2. COMPLETING THE UNLAWFUL DETAINER PAPERWORK

#### STANDARD FORMS THAT MAY BE REQUIRED

- Form CM-010, **Civil Case Cover Sheet** (1 page)
- Form UD-100 **Complaint – Unlawful Detainer** (3 pages)
- Form SUM-130, **Summons – Unlawful Detainer - Eviction** (2 pages)
- OPTIONAL:** Form CP10.5, **Prejudgment Claim of Right to Possession** (2 pages)
- Form UD-105, **Answer – Unlawful Detainer** (2 pages) **Leave this form blank** – it will be served on the tenant(s).
- Form POS-010, **Proof of Service of Summons**
- Form CIV-100, **Request for Entry of Default** (2 pages)
- Form UD-116, **Declaration For Default Judgment by Court** (3 pages)
- Form UD-110, **Judgment** (2 pages)
- Form EJ-130, **Writ of Execution** (2 pages)

The forms can be typed or completed in **black ink**, neatly and clearly.

# UNLAWFUL DETAINER

## (INSTRUCTIONS FOR THE PLAINTIFF - CONTINUED)

### 3. FILING THE FORMS

#### MAKE COPIES OF THESE FORMS:

The court will keep the original. Make enough copies to keep one and to serve each of the defendants. For example, if there are three defendants named, you would need (1) original and (4) copies of the following:

- Form CM-010 **Civil Case Cover Sheet** (1 page)
- Form UD-100, **Complaint – Unlawful Detainer** (3 pages)
- Form SUM-130, **Summons – Unlawful Detainer** (2 pages)
- OPTIONAL:** Form CP10.5, **Prejudgment Claim of Right to Possession** (2 pages) Leave this form blank – it will be served on the defendants
- Form UD-105, **Answer – Unlawful Detainer** (2 pages) Leave this form blank – it will be served on the defendants.

#### SUBMIT FORMS & FILING FEES TO THE CLERK:

- Submit to the Clerk the original and the correct number of copies, (1) for you, and (1) for each defendant named and one stamped envelope for each named defendants (plus one addressed to “All Occupants”).**
- Submit a filing fee , or a Fee Waiver (separate packet) if you qualify.**
- The clerk will stamp all the documents “Filed.”**
- The Clerk will keep the original of these forms and will return the copies to you.**

Keep one copy for your files. Have the other copies served on the defendants. (See Step 4 on the next page.)

## 4. SERVING THE DOCUMENTS

### SERVE THESE FORMS TO THE DEFENDANT:

Serve each Defendant with a stamped “Filed” copy of each of the following forms:

- Form CM-010, **Civil Case Cover Sheet** (1 page)
- Form UD-100, **Complaint – Unlawful Detainer** (3 pages)
- Form SUM-130, **Summons – Unlawful Detainer** (2 pages)
- Form UD-105, **Answer – Unlawful Detainer** (2 pages) **Leave this form blank** – it is to be served on the defendant.
- OPTIONAL:** Form CP10.5, **Prejudgment Claim of Right to Possession** (2 pages)

**Note: these documents must be served by someone other than you, who is over 18, and is not a party to the action (e.g., neighbor, process server, sheriff, etc.**

### HAVE THE PROCESS SERVER COMPLETE THE “PROOF OF SERVICE” FORM:

The person who serves the documents must complete and sign the **Proof of Service** form listing every document that was served (including the blank forms), the time and place the documents were served to each Defendant.

A sheriff, registered process server, or any person who is at least 18 years of age, and not a party to the action may complete Service. If the action is contested, a proof of service will not be relied upon at trial to prove the notice to quit was served in accordance with the requirements of law. The **testimony of the person who served is required**, unless service was made by a sheriff, marshal, or registered process server.

- Form POS-010, **Proof of Personal Service** (2 pages),



# UNLAWFUL DETAINER

## (INSTRUCTIONS FOR THE PLAINTIFF - CONTINUED)

### 5. FILING THE PROOF OF SERVICE

File the completed Proof of Service with the Court. (Form POS-010.)

### 6. IF THE TENANT(S) FAIL TO RESPOND

The named tenant(s) has five (5) days after being served with the **Summons and Complaint** to vacate (leave) the property or file an **Answer** with the court. Unknown tenant(s) have ten (10) days to vacate or file an Answer if you served a **Prejudgment Claim of Right to Possession**. The tenant has ten days from mailing date, plus five days to respond, if substitute service is used.

If the tenant(s) fails to respond, the plaintiff may request a default judgment. Normally, filing the remaining forms in this packet does this:

- Form CIV-100, **Request for Entry of Default**
- Form UD-116, **Declaration For Default Judgment by Court** (3 pages)
- Form UD-110, **Judgment** (2 pages)
- Form POS-010, **Proof of Service** (2 pages)
- Form EJ-130, **Writ of Execution** (2 pages)

The court may enter a Clerk's Judgment if requested by the plaintiff within the appropriate amount of time. The Clerk will then issue a default judgment.

Upon the plaintiffs' request, the court will issue a writ (there is a small issuance fee). The plaintiff takes the writ to the Sheriff's Department. The Sheriff's Department will then post a *Notice to Vacate* on the property. There is an additional fee required by the Sheriff for this service.

If the tenant fails to move by the lockout date, the plaintiff may take possession of the property and must change the locks.

## 7. RIGHT TO A COURT TRIAL

Both parties have the right to a court trial, although there will be no trial if a timely written response to the unlawful detainer complaint is not filed. To request a court trial, the requesting party must file a *Request/Counter Request To Set Case For Trial*:

- Form UD-150, **Request/Counter Request To Set Case For Trial** (2 pages, includes Proof of Service)

The clerk will file and assign a court date within 15-20 days, and will mail a notice to all parties. If one party files a *Request/Counter Request To Set Case For Trial* and does not request a jury trial, the other party has five (5) days from the mailing date of the *Request/Counter Request To Set Case For Trial* to file a *Request/Counter Request To Set Case For Trial* (same form, UD-150) requesting a jury trial.

The party requesting a jury trial will be responsible for the initial cost for jury fees, which must be posted with the court five (5) days before the trial date.

If the tenant(s) fail to respond, the plaintiff may file a *Request for Default and Entry of Judgment*. The court may enter a default judgment and issue a writ. (See #6.)

**NOTE: Unlawful Detainer actions can be complicated and the requirements are strict. If the procedure is not correctly followed, the landlord may be sued and/or the court may dismiss the action. Landlords are strongly urged to seek legal advice from an attorney. If you would like legal advice or to be represented in this or any other matter, please contact a private attorney.**

CM-010

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): <div style="border: 1px solid black; padding: 2px; width: 100px; margin: 2px;">1</div>		FOR COURT USE ONLY	
TELEPHONE NO.: _____ FAX NO.: _____ ATTORNEY FOR (Name): _____			
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____		2	
CASE NAME: _____			
<b>CIVIL CASE COVER SHEET</b> <input type="checkbox"/> Unlimited (Amount demanded exceeds \$25,000) <input type="checkbox"/> Limited (Amount demanded is \$25,000 or less)		<b>Complex Case Designation</b> <input type="checkbox"/> Counter <input type="checkbox"/> Joinder Filed with first appearance by defendant (Cal. Rules of Court, rule 1811)	
		CASE NUMBER: _____	
		JUDGE: _____	
		DEPT.: _____	

All five (5) items below must be completed (see instructions on page 2).

1. Check <b>one</b> box below for the case type that best describes this case:		
<b>Auto Tort</b> <input type="checkbox"/> Auto (22) <input type="checkbox"/> Uninsured motorist (46) <b>Other PIP/D/W/D (Personal Injury/Property Damage/Wrongful Death) Tort</b> <input type="checkbox"/> Asbestos (04) <input type="checkbox"/> Product liability (24) <input type="checkbox"/> Medical malpractice (45) <input type="checkbox"/> Other PIP/D/W/D (23) <b>Non-PIP/D/W/D (Other) Tort</b> <input type="checkbox"/> Business tort/unfair business practice (07) <input type="checkbox"/> Car accidents (08) <input type="checkbox"/> Detamation (13) <input type="checkbox"/> Fraud (16) <input type="checkbox"/> Intellectual property (19) <input type="checkbox"/> Professional negligence (25) <input type="checkbox"/> Other non-PIP/D/W/D tort (35) <b>Employment</b> <input type="checkbox"/> Wrongful termination (36) <input type="checkbox"/> Other employment (15)	<b>Contract</b> <input type="checkbox"/> Breach of contract/warranty (06) <input type="checkbox"/> Collections (09) <input type="checkbox"/> Insurance coverage (18) <input type="checkbox"/> Other contract (37) <b>Real Property</b> <input type="checkbox"/> Eminent domain/inverse condemnation (14) <input type="checkbox"/> Wrongful eviction (33) <input type="checkbox"/> Other real property (26) <b>Unlawful Detainer</b> <input type="checkbox"/> Commercial (31) <input type="checkbox"/> Residential (32) <input type="checkbox"/> Drugs (38) <b>Judicial Review</b> <input type="checkbox"/> Asset forfeiture (05) <input type="checkbox"/> Petition re: arbitration award (11) <input type="checkbox"/> Writ of mandate (02) <input type="checkbox"/> Other judicial review (39)	<b>Professionally Complex Civil Litigation (Cal. Rules of Court, rules 1800-1812)</b> <input type="checkbox"/> Antitrust/Trade regulation (03) <input type="checkbox"/> Construction defect (10) <input type="checkbox"/> Mass tort (40) <input type="checkbox"/> Securities litigation (28) <input type="checkbox"/> Environmental/Toxic tort (30) <input type="checkbox"/> Insurance coverage claims arising from the above listed professionally complex case types (41) <b>Enforcement of Judgment</b> <input type="checkbox"/> Enforcement of judgment (20) <b>Miscellaneous Civil Complaint</b> <input type="checkbox"/> RICO (27) <input type="checkbox"/> Other complaint (not specified above) (42) <b>Miscellaneous Civil Petition</b> <input type="checkbox"/> Partnership and corporate governance (21) <input type="checkbox"/> Other petition (not specified above) (43)

2. This case  is  is not complex under rule 1800 of the California Rules of Court. If the case is complex, mark the factors requiring exceptional judicial management:

a.  Large number of separately represented parties. d.  Large number of witnesses

b.  Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve in other counties, states or countries, or in a federal court. e.  Coordination with related actions pending in one or more courts

c.  Substantial amount of documentary evidence. f.  Substantial post-judgment judicial supervision

3. Type of remedies sought (check all that apply):  
 a.  monetary b.  nonmonetary; declaratory or injunctive relief c.  punitive

4. Number of causes of action (Specify): \_\_\_\_\_

5. This case  is  is not a class action suit.

Date: \_\_\_\_\_

(TYPE OR PRINT NAME) \_\_\_\_\_ (SIGNATURE OF PARTY OR ATTORNEY FOR PARTY) \_\_\_\_\_

**NOTICE**

• Plaintiff must file this cover sheet with the first paper filed in the action or proceeding (except small claims cases or cases filed under the Probate, Family, or Welfare and Institutions Code). (Cal. Rules of Court, rule 201.8.) Failure to file may result in sanctions.

• File this cover sheet in addition to any cover sheet required by local court rule.

• If this case is complex under rule 1800 et seq. of the California Rules of Court, you must serve a copy of this cover sheet on all other parties to the action or proceeding.

• Unless this is a complex case, this cover sheet will be used for statistical purposes only.

Page 1 of 2

Form Adopted for Mandatory Use  
Judicial Council of California  
CM-010 (Rev. July 1, 2002)

CIVIL CASE COVER SHEET

Cal. Rules of Court, rules 201.8, 1800-1812,  
Standards of Judicial Administration, § 19  
www.courtinfo.ca.gov

## How to fill out CIVIL CASE COVER SHEET

CM-010

### DIRECTIONS

- ▶ Find the number on the sample form.  
*Example: 1*
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ Leave the case number box blank. The clerk will give you a case number.

- 1 Write your name and address. Write your phone number, and fax number if you have one.
- 2 If not filled in for you, write the name of your county after COUNTY OF . Write the address of the court location where you are filing your papers.
- 3 The case name is the plaintiff's last name vs. defendant's last name. If there is more than one plaintiff or defendant, use the name of the primary or main person in the case. Examples:  

*Correct: Smith vs. Johnson*
*Wrong: Smith, Jones and Lewis vs. Johnson and Carlson*
- 4 Check "Limited."
- 5 Check "Residential" under the category "Unlawful Detainer."
- 6 Your case should not be complex. Check the second box. Do not check boxes a. through f.
- 7
  - Check a. (monetary) if you are seeking money (such as back rent).
  - Check b. (nonmonetary) if you want other help (such as an eviction).
  - You may check a. and b., but do not check c. (punitive).
- 8 Write "1" (one) where asked to specify number of actions.
- 9 Your case is not a class action suit. Check the second box.
- 10 Fill in the date, type or print your name on the dotted line, and sign your name on the right.

**INSTRUCTIONS ON HOW TO COMPLETE THE COVER SHEET**

**To Plaintiffs and Others Filing First Papers**

If you are filing a first paper (for example, a complaint) in a civil case, you **must** complete and file, along with your first paper, the *Civil Case Cover Sheet* contained on page 1. This information will be used to compile statistics about the types and numbers of cases filed. You must check **all five** items on the sheet. In item 1, you must check **one** box for the case type that best describes the case. If the case fits both a general and a more specific type of case listed in item 1, check the more specific one. If the case has multiple causes of action, check the box that best indicates the **primary** cause of action. To assist you in completing the sheet, examples of the cases that belong under each case type in item 1 are provided below. A cover sheet must be filed only with your initial paper. You do not need to submit a cover sheet with amended papers. Failure to file a cover sheet with the first paper filed in a civil case may subject a party, its counsel, or both to sanctions under rules 201.8(c) and 227 of the California Rules of Court.

**To Parties in Complex Cases**

In complex cases only, parties must also use the *Civil Case Cover Sheet* to designate whether the case is complex. If a plaintiff believes the case is complex under rule 1800 of the California Rules of Court, this must be indicated by completing the appropriate boxes in items 1 and 2. If a plaintiff designates a case as complex, the cover sheet must be served with the complaint on all parties to the action. A defendant may file and serve no later than the time of its first appearance a joinder in the plaintiff's designation, a counter-designation that the case is not complex, or, if the plaintiff has made no designation, a designation that the case is complex.

**CASE TYPES AND EXAMPLES**

**Auto Tort**

Auto (22)-Personal Injury/Property Damage/Wrongful Death  
Uninsured Motorist (46) (if the case involves an uninsured motorist claim subject to arbitration, check this item instead of Auto)

**Other PIPD/WD (Personal Injury/Property Damage/Wrongful Death) Tort**

Asbestos (04)  
Asbestos Property Damage  
Asbestos Personal Injury/Wrongful Death  
Product Liability (not asbestos or toxic/environmental) (24)  
Medical Malpractice (45)  
Physicians & Surgeons  
Other Professional Health Care Malpractice  
Other PIPD/WD (23)  
Premises Liability (e.g., slip and fall)  
Intentional Bodily Injury/PD/WD (e.g., assault, vandalism)  
Intentional Infliction of Emotional Distress  
Negligent Infliction of Emotional Distress  
Other PIPD/WD

**Non-PIP/WD (Other) Tort**

Business Tort/Unfair Business Practice (07)  
Civil Rights (e.g., discrimination, false arrest) (not civil harassment)(08)  
Defamation (e.g., slander, libel) (13)  
Fraud (16)  
Intellectual Property (19)  
Professional Negligence (25)  
Legal Malpractice  
Other Professional Malpractice (not medical or legal)  
Other Non-PIP/WD Tort (35)

**Employment**

Wrongful Termination (36)  
Other Employment (15)

**Contract**

Breach of Contract/Warranty (06)  
Breach of Rental/Lease  
Contract (not unlawful detainer or wrongful eviction)  
Contract/Warranty Breach-Seller Plaintiff (not fraud or negligence)  
Negligent Breach of Contract/Warranty  
Other Breach of Contract/Warranty  
Collections (e.g., money owed, open book accounts) (09)  
Collection Case-Seller Plaintiff  
Other Promissory Note/Collections Case  
Insurance Coverage (not provisionally complex) (18)  
Auto Subrogation  
Other Coverage  
Other Contract (37)  
Contractual Fraud  
Other Contract Dispute

**Real Property**

Eminent Domain/Inverse Condemnation(14)  
Wrongful Eviction (33)  
Other Real Property (e.g., quiet title) (26)  
Writ of Possession of Real Property  
Mortgage Foreclosure  
Quiet Title  
Other Real Property (not eminent domain, landlord/tenant, or foreclosure)

**Unlawful Detainer**

Commercial (31)  
Residential (32)  
Drugs (38) (if the case involves illegal drugs, check this item; otherwise, report as Commercial or Residential)

**Judicial Review**

Asset Forfeiture (05)  
Petition Re: Arbitration Award (11)  
Writ of Mandate (02)  
Writ-Administrative Mandamus  
Writ-Mandamus on Limited Court Case Matter  
Writ-Other Limited Court Case Review  
Other Judicial Review (39)  
Review of Health Officer Order  
Notice of Appeal-Labor Commissioner Appeals

**Provisionally Complex Civil Litigation (Cal. Rules of Court Rule 1800-1812)**

Antitrust/Trade Regulation (03)  
Construction Defect (10)  
Claims Involving Mass Tort (40)  
Securities Litigation (28)  
Toxic Tort/Environmental (30)  
Insurance Coverage Claims (arising from provisionally complex case type listed above) (41)

**Enforcement of Judgment**

Enforcement of Judgment (Out of County)  
Confession of Judgment (non-domestic relations)  
Sister State Judgment  
Administrative Agency Award (not unpaid taxes)  
Petition/Certification of Entry of Judgment on Unpaid Tax  
Other Enforcement of Judgment Case

**Miscellaneous Civil Complaint**

RICO (27)  
Other Complaint (not specified above) (42)  
Declaratory Relief Only  
Injunctive Relief Only (non-harassment)  
Mechanics Lien  
Other Commercial Complaint Case (non-tort/non-complex)  
Other Civil Complaint (non-tort/non-complex)

**Miscellaneous Civil Petition**

Partnership and Corporate Governance (21)  
Other Petition (not specified above) (43)  
Civil Harassment  
Workplace Violence  
Elder/Dependent Adult Abuse  
Election Contest  
Petition for Name Change  
Petition for Relief from Late Claim  
Other Civil Petition

*How to fill out*

**CIVIL CASE  
COVER SHEET**

**CM-010**

-Page 2-

*This is an instruction page on how to complete the Cover Sheet. There is nothing for you to fill out on this page.*

## How to fill out

# COMPLAINT – UNLAWFUL DETAINER Form UD-100

## DIRECTIONS

- ▶ Find the number on the sample form.

*Example:* ①

- ▶ Go to the same number below to find out how to fill out the form.

- ▶ Type or print in black ink.

- ▶ Leave the box for the case number blank. The clerk will give you a case number.

The image shows a sample of Form UD-100, 'COMPLAINT—UNLAWFUL DETAINER'. The form is divided into several sections. Callout 1 points to the 'PLAINTIFF' section where the name and address are entered. Callout 2 points to the 'COUNTY OF' and 'CITY AND ZIP CODE' fields. Callout 3 points to the 'PLAINTIFF' and 'DEFENDANT' sections. Callout 4 points to the 'COMPLAINT—UNLAWFUL DETAINER?' checkbox. Callout 5 points to the 'JURISDICTION' section with checkboxes for 'ACTION IS A LIMITED CIVIL CASE' and 'ACTION IS AN UNLIMITED CIVIL CASE'. Callout 6 points to the 'PLAINTIFF (name each)' section. Callout 7 points to the 'PLAINTIFF' section with checkboxes for 'adult' and 'minor'. Callout 8 points to the 'DEFENDANT' section with checkboxes for 'owner' and 'tenant'. Callout 9 points to the 'DEFENDANT' section with checkboxes for 'owner' and 'tenant'. Callout 10 points to the 'DEFENDANT' section with checkboxes for 'owner' and 'tenant'.

- ① Write your name and address. You may also write your phone, fax and email address, but this is your choice.
- ② If not filled in for you, write your county name after COUNTY OF Write the address of the court location where you are filing your papers.
- ③ Write your name as the Plaintiff, and the names of the other plaintiffs if any. After Defendant, write the name(s) of all adults living in the residence (house, apartment). If there are adults living in the residence whose names you do not know, check “DOES 1 TO \_\_\_\_” and fill in the number of additional defendants.
- ④ Check “complaint.”
- ⑤ Under Jurisdiction, check the first box (action is a limited civil case). Check “does not exceed \$10,000” OR “exceeds \$10,000, but does not exceed \$25,000,” whichever applies.
- ⑥ Write the names of all the plaintiffs. Write the names of all defendants.
- ⑦ For 2.a, check the box that best describes the plaintiff(s).
- ⑧ Fill in the complete address of the premises (property). Note: it is very important to include the zip code.
- ⑨ Check the first box if you are the owner of the property.
- ⑩ Fill in the date (where circled) the agreement was made with the defendant(s). Write the names of all defendants. Check all boxes that apply and provide information as requested. Check box 6b, and check, the appropriate box describing who the plaintiff is.

# COMPLAINT – Unlawful Detainer Form UD-100

- page two -

## DIRECTIONS

- ▶ Find the number on the sample form.  
*Example:* 11
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ Leave the case number box blank. The clerk will give you a case number.

PLAINTIFF (Name): <span style="float: right;">11</span> DEFENDANT (Name):	CASE NUMBER:
--	--------------

3.  The defendant(s) not named herein are:

(1)  subtenants  
 (2)  assignees  
 (3)  other (specify):

4.  The agreement was later changed as follows (specify):

5.  A copy of the written agreement, including any addenda or attachments that form the basis of this complaint, is attached and labeled Exhibit 1. (Required for residential property, unless item 6(2) checked. See Code Civ. Proc., § 1181.)

6.  (The residential property) A copy of the written agreement is not attached because (specify reason):

(1)  the written agreement is not in the possession of the landlord or the landlord's employees or agents. This action is solely for recovery of rent (Code Civ. Proc., § 1181.2).  
 (2)

7.  a. Defendant (name and address):

(1)  3-day notice to pay rent or quit     (4)  3-day notice to perform covenants or quit  
 (2)  30-day notice to quit                     (5)  3-day notice to quit  
 (3)  60-day notice to quit                     (6)  Other (specify):

b.  On (date): \_\_\_\_\_ the period stated in the notice expired at the end of the day.

(2) Defendant failed to comply with the requirements of the notice by that date.

c.  All facts stated in the notice are true.

d.  The notice included a notice of business.

e.  A copy of the notice is attached and labeled Exhibit 2. (Required for residential property. See Code Civ. Proc., § 1181.)

f.  One or more defendants were served (1) with a different notice (2) on a different date, or (3) in a different manner, as stated in Attachment B. (Check one (1) or (2) and attach a statement providing the information required by items 7a and 8 for each defendant.)

8. a.  The notice is true. It was served on the defendant named in item 7a as follows:

(1)  by personally handing a copy to defendant on (date) \_\_\_\_\_ at defendant's \_\_\_\_\_  
 residence     business    AND mailing a copy to defendant at defendant's place of residence or usual place of business.    Because defendant cannot be found at defendant's residence or usual place of business.

(2)  by posting a copy on the premises on (date) \_\_\_\_\_ AND giving a copy to a person found residing at the premises AND mailing a copy to defendant at the premises on (date) \_\_\_\_\_  
 (3)  because defendant's residence and usual place of business cannot be established OR  
 (4)  because no person of suitable age or discretion can be found there.

(5)  post for 3-day notice; see Civ. Code, § 1057 before using; by sending a copy by certified or registered mail addressed to defendant on (date) \_\_\_\_\_  
 (6)  post for residential tenancies; see Civ. Code, § 1057 before using; in the manner specified in written contractual lease between the parties.

b.  (Name): \_\_\_\_\_ was served on behalf of all defendants who signed a joint written rental agreement.

c.  Information about service of notice on the defendants alleged to deny it is attached and labeled Exhibit 3.

d.  Proof of service of the notice in item 7a is attached and labeled Exhibit 3.

COMPLAINT—UNLAWFUL DETAINER

- 11 Write only your name after Plaintiff, and write the name of the primary or main Defendant.
- 12 Check box 6c if there are other tenant(s) (include “does”). If you know their status, mark the appropriate box. If you do not know the status of the other tenants (if there are any), mark “Other” and write “unknown.” If both parties have changed the agreement, mark box d and write what the changes were. For boxes e & f, mark the appropriate box. If the agreement was written, attach it and label it “Exhibit 1.” If you do not attach a copy, you must explain to the court why the document is not attached by marking box f and (1) or (2).
- 13 Write the names of each defendant. Then, check the box that describes the type of notice you sent to the defendant(s). Fill in the date that the notice ended. For boxes d, e, and f, check all that apply. Attach a copy of the notice and label it “Exhibit 2).
- 14 Check box 8a, then check (1) if the notice was handed to the defendant or (2) a copy was left with someone who lives or works with the defendant (and a copy was also mailed). Fill in date and information as requested. Check appropriate box if a copy was left at either the defendant’s home OR workplace and the date the notice was mailed.
  - Check (3) if a copy of the notice was posted at the defendant’s residence (example: taped to the door) AND was mailed to the defendant. Check (a) if you do not know where the defendant works, or (b) if no adult was at the residence.
  - Check (4) only if you sent a 3-day notice by certified or registered mail.
  - DO NOT check (5).
  - Check b and fill in a name ONLY if this applies.
  - Check c if it applies.
  - Check box d and attach a copy of the Proof of Service of the notice in item 7a and label it “Exhibit 3.”

# COMPLAINT – Unlawful Detainer Form UD-100

- page three -

## DIRECTIONS

- ▶ Find the number on the sample form.  
*Example:* 15
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ Leave the case number box blank. The clerk will give you a case number.

The form contains the following sections and callouts:

- 15**: Plaintiff (name) and Defendant (name) fields.
- 16**: Check 9 if you want the defendants to move out because a lease ended.
- 17**: Check 10 if the defendant was served with a 3-day notice. Write in the amount of rent that was due at that time.
- 18**: Check box 11 and write the price per day of the residence.
- 19**: Read 12 and check the box if you agree with this statement and attach specific facts supporting a claim up to \$600. Label the attachment "Attachment 12."
- 20**: DO NOT check 13, since by doing this packet yourself, you probably do not have an attorney.
- 21**: Read 14 and check the box if you agree with this statement.
- 22**: Check 15, if it applies, and attach your allegations as "Attachment 15."
- 23**: For 17, check c and fill in past due rent amount. For d, since you are representing yourself, this will probably not apply. Check e if you want the court to end the written agreement because of the defendant's actions.
  - Check f. if claiming fair market rental (from item 11). Fill in a date. If you checked box 12, check box g. If seeking other orders from the court, check h. and write details.
- 24**: Check box 18, if you include attachments with the complaint. Fill in number of pages attached.
- 25**: If someone helped you fill out this form and was not paid, check the first box. Check this box even if no one helped you. If someone helped you fill out the form and was paid check the second box and fill out the rest of this section **ONLY** if you received help for pay. Write this person's name, address and phone number.
  - After d., write the county where the assistant is registered (example: Fresno). Write their registration number (e.) and the date (f.) their registration expires (ends).
- 26**: Write the date and print your name on the left. Sign your name on the right.
- 27**: Write the date and print your name on the left. Sign your name on the right.

- 15 Write only your name after Plaintiff, and write the name of the primary or main Defendant.
- 16 Check 9 if you want the defendants to move out **because a lease ended**.
- 17 Check 10 if the defendant was served with a 3-day notice. Write in the amount of rent that was due at that time.
- 18 Check box 11 and write the price per day of the residence.
- 19 Read 12 and check the box **if** you agree with this statement **and** attach specific facts supporting a claim up to \$600. Label the attachment "Attachment 12."
- 20 DO NOT check 13, since by doing this packet yourself, you probably do not have an attorney.
- 21 Read 14 and check the box if you agree with this statement.
- 22 Check 15, if it applies, and attach your allegations as "Attachment 15."
- 23 For 17, check c and fill in past due rent amount. For d, since you are representing yourself, this will probably not apply. Check e if you want the court to end the written agreement because of the defendant's actions.
  - Check f. if claiming fair market rental (from *item 11*). Fill in a date. If you checked box 12, check box g. If seeking other orders from the court, check h. and write details.
- 24 Check box 18, if you include attachments with the complaint. Fill in number of pages attached.
- 25 If someone helped you fill out this form and was not paid, check the first box. Check this box even if no one helped you. If someone helped you fill out the form and was paid check the second box and fill out the rest of this section **ONLY** if you received help for pay. Write this person's name, address and phone number.
  - After d., write the county where the assistant is registered (example: Fresno). Write their registration number (e.) and the date (f.) their registration expires (ends).
- 26 Write the date and print your name on the left. Sign your name on the right.
- 27 Write the date and print your name on the left. Sign your name on the right.

SUM-130

**SUMMONS**  
(CITACION JUDICIAL)  
UNLAWFUL DETAINER—EVICTION  
(RETENCIÓN ILÍCITA DE UN INMUEBLE—DESALOJO)

NOTICE TO DEFENDANT: **1**  
(AVISO AL DEMANDADO):

YOU ARE BEING SUED BY PLAINTIFF:  
(LO ESTÁ DEMANDANDO EL DEMANDANTE): **2**

You have 5 CALENDAR DAYS after this summons and legal papers are served on you to file a written response at this court and have a copy served on the plaintiff. (To calculate the five days, count Saturday and Sunday, but do not count other court holidays. If the last day falls on a Saturday, Sunday, or a court holiday then you have the next court day to file a written response.) A letter or phone call will not protect you. Your written response must be in proper legal form if you want the court to hear your case. There may be a court form that you can use for your response. You can find these court forms and more information at the California Courts Online Self-Help Center ([www.courtinfo.ca.gov/selfhelp](http://www.courtinfo.ca.gov/selfhelp)), your county law library, or the courthouse nearest you. If you cannot pay the filing fee, ask the court clerk for a fee waiver form. If you do not file your response on time, you may lose the case by default, and your wages, money, and property may be taken without further warning from the court.

There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may want to call an attorney referral service. If you cannot afford an attorney, you may be eligible for free legal services from a nonprofit legal services program. You can locate these nonprofit groups at the California Legal Services Web site ([www.lawhelpcalifornia.org](http://www.lawhelpcalifornia.org)), the California Courts Online Self-Help Center ([www.courtinfo.ca.gov/selfhelp](http://www.courtinfo.ca.gov/selfhelp)), or by contacting your local court or county bar association.

Tiene 5 DÍAS DE CALENDARIO después de que le entreguen esta citación y papeles legales para presentar una respuesta por escrito en esta corte y hacer que se entregue una copia al demandante. (Para calcular los cinco días, cuente los sábados y los domingos pero no los otros días feriados de la corte. Si el último día cae en sábado o domingo, o en un día en que la corte este cerrada, tiene hasta el próximo día de corte para presentar una respuesta por escrito). Una carta o una llamada telefónica no lo protegen. Su respuesta por escrito tiene que estar en formato legal correcto si desea que procesen su caso en la corte. Es posible que haya un formulario que usted pueda usar para su respuesta. Puede encontrar estos formularios de la corte y más información en el Centro de Ayuda de las Cortes de California ([www.courtinfo.ca.gov/selfhelp/espanol/](http://www.courtinfo.ca.gov/selfhelp/espanol/)), en la biblioteca de leyes de su condado o en la corte que le quede más cerca. Si no puede pagar la cuota de presentación, pida al secretario de la corte que le de un formulario de exención de pago de cuotas. Si no presenta su respuesta a tiempo, puede perder el caso por incumplimiento y la corte le podrá quitar su sueldo, dinero y bienes sin más advertencia.

Hay otros requisitos legales. Es recomendable que llame a un abogado inmediatamente. Si no conoce a un abogado, puede llamar a un servicio de remisión a abogados. Si no puede pagar a un abogado, es posible que cumpla con los requisitos para obtener servicios legales gratuitos de un programa de servicios legales sin fines de lucro. Puede encontrar estos grupos sin fines de lucro en el sitio web de California Legal Services ([www.lawhelpcalifornia.org](http://www.lawhelpcalifornia.org)), en el Centro de Ayuda de las Cortes de California ([www.courtinfo.ca.gov/selfhelp/espanol/](http://www.courtinfo.ca.gov/selfhelp/espanol/)) o poniéndose en contacto con la corte o el colegio de abogados locales.

1. The name and address of the court is:  
(El nombre y dirección de la corte es): **4**

CASE NUMBER:  
(Número del caso)

2. The name, address, and telephone number of plaintiff's attorney, or plaintiff without an attorney, is:  
(El nombre, la dirección y el número de teléfono del abogado del demandante, o del demandante que no tiene abogado, es): **5**

3. (Must be answered in all cases) An unlawful detainer assistant (Bus. & Prof. Code, §§ 6400–6415)  did not  did for compensation give advice or assistance with this form. (If plaintiff has received any help or advice for pay from an unlawful detainer assistant, complete item 6 on the next page.)

Date: \_\_\_\_\_ Clerk, by \_\_\_\_\_ Deputy  
(Fecha) (Secretario) **7** (Adjunto)

(For proof of service of this summons, use Proof of Service of Summons (form POS-010).)  
(Para prueba de entrega de esta citación use el formulario Proof of Service of Summons, (POS-010).)

4. NOTICE TO THE PERSON SERVED: You are served

a.  as an individual defendant.

b.  as the person sued under the fictitious name of (specify):

c.  as an occupant

d.  on behalf of (specify):

under:  CCP 416.10 (corporation)  CCP 416.60 (minor)

CCP 416.20 (defunct corporation)  CCP 416.70 (conservatee)

CCP 416.40 (association or partnership)  CCP 416.90 (authorized person)

CCP 415.46 (occupant)  other (specify):

5.  by personal delivery on (date): \_\_\_\_\_ Page 1 of 2

Form Adopted for Mandatory Use  
Judicial Council of California  
SUM-130 (Rev. January 1, 2004)

SUMMONS—UNLAWFUL DETAINER—EVICTION

Code of Civil Procedure, §§ 412.20, 415.456, 1187

## How to fill out

# SUMMONS – UNLAWFUL DETAINER SUM-130

## DIRECTIONS

- ▶ Find the number on the sample form.  
*Example: 1*
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ Leave the case number box blank. The clerk will give you a case number and add this to your copies.

- 1** Write the name of the person(s) you are suing (Defendant).
- 2** You are the Plaintiff. Write your name here.
- 3** There is nothing to fill out. This is information for the Defendant, but you should read it also.
- 4** The name and address of the court
- 5** Write your name, address and phone number.
- 6**
  - If you filled out this form, or if someone helped you fill out this form and was not paid, check the first box.
  - If someone helped you fill out the form and was paid check the second box.
- 7** Do nothing. The court clerk signs and dates the form here.
- 8** Mark box (c) “as an occupant”.



## How to fill out

SUM-130

# Summons—Unlawful Detainer - page two -

## DIRECTIONS

- ▶ Find the number on the sample form.  
*Example:* 10
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ Fill out one proof of service form for each defendant.

SUM-130	
PLAINTIFF (Name):	CASE NUMBER:
DEFENDANT (Name): 9	

6. **Unlawful detainer assistant** (complete if plaintiff has received any help or advice for pay from an unlawful detainer assistant):

10 a. Assistant's name:

b. Telephone no.:

c. Street address, city, and ZIP:

d. County of registration:

e. Registration no.:

f. Registration expires on (date):

Form No. SUM-130 (Rev. January 1, 2004)      **SUMMONS—UNLAWFUL DETAINER—EVICTION**      Page 2 of 2

- 9 Write your name after Plaintiff. Write the name of the Defendant(s).
- 10 Fill out the rest of this section ONLY if you received help for pay.
- (a) Write the name of the person you paid to help you.
  - (b) Write their telephone number.
  - (c) Write their address.
  - (d) Write the county where the assistant is registered (example: Fresno).
  - (e) Write their registration number.
  - (f) The date their registration expires (ends).

*How to fill out*

**PREJUDGMENT CLAIM OF RIGHT TO POSSESSION – UNLAWFUL DETAINER Form CP10.5**

**DIRECTIONS**

- ▶ Leave this page blank—Unknown Defendants (if any) fill out this form.

<p><b>NOTICE: EVERYONE WHO LIVES IN THE RENTAL UNIT MAY BE EVICTED BY COURT ORDER, REGARD THE FORM IF YOU LIVE HERE AND IF YOUR NAME IS NOT ON THE ATTACHED SUMMONS AND COMPLAINT.</b></p> <p>1. If you file this and you do not complete and submit this form within 10 days of the date of service shown on this form, you will be evicted without further hearing by the court along with the persons named in the Summons and Complaint.</p> <p>2. If you do file this form, your claim will be determined in the eviction action against the persons named in the Complaint.</p> <p>3. If you do not file this form, you may be evicted without further hearing.</p>	
<p>PLAINTIFF (If you are the Plaintiff, please print name)</p> <p>NAME OF COURT:</p> <p>STREET ADDRESS</p> <p>CITY AND STATE</p> <p>COUNTY</p> <p>ZIP CODE</p>	<p>DEFENDANT (If you are the Defendant, please print name)</p>
<p><b>PREJUDGMENT CLAIM OF RIGHT TO POSSESSION</b></p>	<p>DATE OF SERVICE:</p>
<p>Complete this form only if ALL of these statements are true:</p> <p>1. You are NOT named in the accompanying Summons and Complaint.</p> <p>2. You occupied the premises on or before the date the unlawful detainer (eviction) Complaint was filed.</p> <p>3. You still occupy the premises.</p>	<p>(To be completed by the process server)</p> <p>DATE OF SERVICE:</p> <p>(Date that this form is served or delivered, and posted, and mailed by the officer or process server)</p>

I DECLARE THE FOLLOWING UNDER PENALTY OF PERJURY:

1. My name is (please print)
2. I reside at (street address, unit no., city and ZIP code)
3. The address of the premises subject to this claim is (please print)
4. On (please print) [ ] [ ] [ ], the landlord or the landlord's authorized agent filed a complaint to recover possession of the premises. (The date is the court filing date on the accompanying Summons and Complaint.)
5. I occupied the premises on the date the complaint was filed (the date is date 4). I have continued to occupy the premises ever since.
6. I was at least 18 years of age on the date the complaint was filed (the date is date 4).
7. I claim a right to possession of the premises because I occupied the premises on the date the complaint was filed (the date is date 4).
8. I was not named in the Summons and Complaint.
9. I understand that if I make this claim of right to possession, I will be added as a defendant to the unlawful detainer (eviction) action.
10. (Please check) I understand that I must go to the court and pay a filing fee of \$ [ ] or file with the court the form "Application for Waiver of Court Fees and Costs." I understand that if I don't pay the filing fee or file with the court the form for waiver of court fees within 10 days from the date of service on this form (excluding court holidays), I will not be entitled to make a claim of right to possession.

Continued on reverse

**PREJUDGMENT CLAIM OF RIGHT TO POSSESSION**

FORM CP10.5 (REVISED 01/2018) [www.courts.ca.gov](http://www.courts.ca.gov)

**Leave this form blank.** This form may be served on **unknown** tenants as part of the entire packet **if** there are tenants other than the named defendant(s) and you would like to have them evicted, also.

A Prejudgment Claim of Right To Possession may be served with a summons and complaint. A judgment that includes eviction of all other occupant(s) (prejudgment claim of right to possession) will prevent the other occupant(s) from filing a Post Judgment Claim of Right to Possession. If the landlord believes there are others living in the residence, the landlord may want to serve a prejudgment claim of right to possession. If this document is served, it will delay the entry of judgment by default because the “other occupant(s)” have 10 days in to file this document AND an Answer from the date of mailing. A default may still be filed against the named party.

Only a marshal, sheriff, or registered process server may serve a Prejudgment Claim of Right to Possession on all persons at the residence at the time of service. It must also be posted in a conspicuous place (such as a door) AND mailed to the residence. It must be addressed to “All Occupants.”

If after ten days from the date of mailing there is no filing of this form AND an Answer with the court by unnamed occupants, the plaintiff requests a default judgment against all other unnamed occupants.

PLAINTIFF (name) DEPENDANT (name)	CASE NUMBER
--------------------------------------	-------------

**NOTICE: If you fail to file this claim, you will be evicted without further hearing.**

11. (Response required within five days after you file this form.) I understand that I will have five days (excluding court holidays) to file a response to the Summons and Complaint after I file this Prejudgment Claim of Right to Possession form.

12. **Notice of agreement:** I have checked all that apply to me:

- a. an oral rental agreement with the landlord.
- b. a written rental agreement with the landlord.
- c. an oral rental agreement with a person other than the landlord.
- d. a written rental agreement with a person other than the landlord.
- e. other (explain):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

**WARNING: Forgery is a crime punishable by imprisonment in the state prison.**

Date: \_\_\_\_\_

(PRINT OR TYPE NAME)
(SIGNATURE OF TENANT)

**NOTICE: If you file this claim of right to possession, the unlawful detainer (eviction) action against you will be discontinued at 5:00 A.M. But, you may be found liable for rent, costs, and, in some cases, triple damages.**

**— NOTICE TO OCCUPANTS —**

**YOU MUST ACT AT ONCE!** All the following are true:

1. You are **NOT** named in the accompanying Summons and Complaint.
2. You occupied the premises on or before the date the unlawful detainer (eviction) complaint was filed. (The date is the court filing date on the accompanying Summons and Complaint.)
3. You **will** occupy the premises.

(Where to file this form) You can complete and **SUBMIT THIS CLAIM FORM WITHIN 10 DAYS** from the date of service (or the service of this form) at the court where the unlawful detainer (eviction) complaint was filed.

(What will happen if you do not file this form) If you do not complete and submit this form and pay a filing fee or file the form for proceeding in fee (a payment if you cannot pay the fee), **YOU WILL BE EVICTED.**

After this form is properly filed, you will be added as a defendant in the unlawful detainer (eviction) action and your right to occupy the premises will be decided by the court. If you do not file this claim, you will be evicted without a hearing.

(FORM NO. 1001/07/00)
PAGE TWO

**PREJUDGMENT CLAIM OF  
RIGHT TO POSSESSION –  
UNLAWFUL DETAINER  
Form CP10.5**

- page two -

**DIRECTIONS**

▶ Leave this page blank—Unknown Defendants (if any) fill out this form.

**Leave this form blank.** This form may be served on **unknown** tenants as part of the entire packet **if** there are tenants other than the named defendant(s) and you would like to have them evicted, also.

*How to fill out*

## ANSWER – Unlawful Detainer UD-105

### DIRECTIONS

- ▶ Leave this page blank – Defendant fills out this form.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address):	TELEPHONE NO.:	FOR COURT USE ONLY
ATTORNEY FOR (Name):		
NAME OF COURT:		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY AND ZIP CODE:		
BRANCH NAME:		
PLAINTIFF:		
DEFENDANT:		
<b>ANSWER—Unlawful Detainer</b>		CASE NUMBER:

1. Defendant (names):

answers the complaint as follows:

2. Check **ONLY ONE** of the next two boxes:

a.  Defendant generally denies each statement of the complaint. (Do not check this box if the complaint demands more than \$1,000).

b.  Defendant admits that all of the statements of the complaint are true EXCEPT

(1) Defendant claims the following statements of the complaint are false (use paragraph numbers from the complaint or explain):

Continued on Attachment 2b(1).

(2) Defendant has no information or belief that the following statements of the complaint are true, so defendant denies them (use paragraph numbers from the complaint or explain):

Continued on Attachment 2b(2).

3. AFFIRMATIVE DEFENSES (NOTE: For each box checked, you must state brief facts to support it in the space provided at the top of page two (Item 3).)

a.  (nonpayment of rent only) Plaintiff has breached the warranty to provide habitable premises.

b.  (nonpayment of rent only) Defendant made needed repairs and properly deducted the cost from the rent, and plaintiff did not give proper credit.

c.  (nonpayment of rent only) On (date): , before the notice to pay or quit expired, defendant offered the rent due but plaintiff would not accept it.

d.  Plaintiff waived, changed, or canceled the notice to quit.

e.  Plaintiff served defendant with the notice to quit or filed the complaint to retaliate against defendant.

f.  By serving defendant with the notice to quit or filing the complaint, plaintiff is arbitrarily discriminating against the defendant in violation of the Constitution or laws of the United States or California.

g.  Plaintiff's demand for possession violates the local rent control or eviction control ordinance of (city or county, title of ordinance, and date of passage):

(Also, briefly state the facts showing violation of the ordinance in item 3.)

h.  Plaintiff accepted rent from defendant to cover a period of time after the date the notice to quit expired.

i.  Other affirmative defenses are stated in item 3.

(Continued on reverse)

Form Approved by the  
Judicial Council of California  
992-1(95) (Rev. January 1, 1997)

**ANSWER—Unlawful Detainer**

WEST GROUP  
Official Publisher

Civil Code, § 1940 et seq.;  
Code of Civil Procedure, § 425.12

**Leave this form (both pages) blank.** This form is served on defendant(s). The defendant(s) may choose to complete and file this form within five days of service. It must be served blank.

## How to fill out

# PROOF OF SERVICE OF SUMMONS (POS-010)

## DIRECTIONS

- ▶ Find the number on the sample form. *Example:* 1
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink
- ▶ Fill out one proof of service form for each defendant.

POS-010	
TO: COUNTY OF PARTIAL SERVICE OF SUMMONS (name, state, fax number, and address)	
FILING COUNTY AND DATE	
1. TELEPHONE NO. FAX NO. (optional) E-MAIL ADDRESS (optional) ATTORNEY FOR (name)	
2. SUPERIOR COURT OF CALIFORNIA, COUNTY OF COURT ADDRESS MAILING ADDRESS CITY AND ZIP CODE REGISTRATION	
3. PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	
4. CASE NUMBER: Ref. No. of this:	
PROOF OF SERVICE OF SUMMONS	

(Separate proof of service is required for each party served.)

1. At the time of service I was at least 18 years of age and not a party to this action.
2. I served copies of:
  - a.  summons
  - b.  complaint
  - c.  Alternative Dispute Resolution (ADR) package
  - d.  Civil Case Cover Sheet (served in complex cases only)
  - e.  cross-complaint
  - f.  other (specify document):
3. a. Party served (specify name of party or above on documents served):
  - b. Person served:  party in item 3a  other (specify name and relationship to the party named in item 3a):
4. Address where the party was served:
5. I served the party (check proper box):
  - a.  by personal service. I personally delivered the documents listed in item 2 to the party or person authorized to receive service of process for the party (1) on (date): (2) at (time):
  - b.  by substituted service. On (date): at (time): I left the documents listed in item 2 with or in the presence of (name and title or relationship to person indicated in item 3a):
    - (1)  (business) a person at least 18 years of age apparently in charge at the office or usual place of business of the person to be served. I informed him or her of the general nature of the papers.
    - (2)  (home) a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the party. I informed him or her of the general nature of the papers.
    - (3)  (physical address unknown) a person at least 18 years of age apparently in charge at the usual mailing address of the person to be served, other than a United States Postal Service post office box. I informed him or her of the general nature of the papers.
    - (4)  I thereafter mailed (by first-class, postage prepaid) copies of the documents to the person to be served at the place where the copies were left (Code Civ. Proc., § 415.23). I mailed the documents on (date): from (city): or  a declaration of mailing is attached.
    - (5)  I attach a declaration of diligence stating actions taken first to attempt personal service.

Form Adopted for Use by the Judicial Council of California POS-010 (Rev. July, 2004) PROOF OF SERVICE OF SUMMONS Code of Civil Procedure, § 415.10 (Revised Legalaid, Inc. www.Legalaid.com)

- 1 Write your name, address, phone, and fax number (if you have one).
- 2 If not filled in your county name COUNTY OF . Write the address of the court location where you are filing your papers.
- 3 Fill in the names of the Plaintiff and Defendant. (The Plaintiff is the person that starts a case against another person, the Defendant.)
- 4 Your case number needs to be on the form **DO NOT FILL OUT THE REST OF THIS PAGE: *the process server fills out the rest of this form.***
- 5 *Process Server:* You must be at least 18 years old and not involved with this case. Check boxes for each legal paper delivered. If you served papers other than the four listed, check the “other” box and write the names of the documents.
- 6 Write the name of the Defendant as the party served. For b. check the first box if you delivered the legal papers to the Defendant. Check the second box if you delivered them to another person. Write the name of this person, and explain their relationship to the Defendant (husband or wife, adult family member, roommate).
- 7 Write the address where you delivered the legal papers.
- 8 Check **by personal service** if you delivered the papers to the Defendant or their authorized agent for service. Include the date and time. Check **by substituted service** if you left the papers with someone other than the Defendant. Include date and time. Write the name of the person, their title or relationship to the Defendant.
- 9 Check the box that says where you delivered the legal papers:
  - **Business** (1), Defendant’s **home** (2), or other place (**address not known** and NOT a U.S. post office box). NOTE: The person receiving the legal papers must be at least 18 years of age.
  - If you served the documents by substitute service, you must check (4) and ALSO mail copies of the papers to the Defendant at the address of the residence. Include date and city of mailing.
  - If you served a defendant by substituted service, check the box that says you are attaching a **declaration of diligence** and attach one.

PLAINTIFF/PETITIONER:	<b>10</b>	CASE NUMBER:
DEFENDANT/RESPONDENT:		

c.  **11** by mail and acknowledgment of receipt of service. I mailed the documents listed in item 2 to the party, to the address shown in item 4, by first-class mail, postage prepaid;

(1) on (date): \_\_\_\_\_ (2) from (city): \_\_\_\_\_

(3)  with two copies of the *Notice and Acknowledgment of Receipt* (form 982(a)(4)) and a postage-paid return envelope addressed to me. (Attach completed *Notice and Acknowledgment of Receipt* (form 982(a)(4)).) (Code Civ. Proc., § 415.30.)

(4)  to an address outside California with return receipt requested (Code Civ. Proc., § 415.40.)

d.  by other means (specify means of service and authorizing code section): \_\_\_\_\_

**12** Additional page describing service is attached.

6. The "Notice to the Person Served" (on the summons) was completed as follows:

a.  as an individual defendant.

b.  as the person sued under the fictitious name of (specify): **13** \_\_\_\_\_

c.  On behalf of (specify): \_\_\_\_\_

under the following Code of Civil Procedure section

<input type="checkbox"/> 416.10 (corporation)	<input type="checkbox"/> 415.95 (business organization, form unknown)
<input type="checkbox"/> 416.20 (defunct corporation)	<input type="checkbox"/> 416.60 (minor)
<input type="checkbox"/> 416.30 (joint stock company/association)	<input type="checkbox"/> 416.70 (ward or conservatee)
<input type="checkbox"/> 416.40 (association or partnership)	<input type="checkbox"/> 416.80 (authorized person)
<input type="checkbox"/> 416.50 (public entity)	<input type="checkbox"/> 415.46 (occupant).
	<input type="checkbox"/> other _____

7. **Person who served papers** **14**

a. Name \_\_\_\_\_

b. Address \_\_\_\_\_

c. Telephone number: \_\_\_\_\_

d. The fee for service was: \$ \_\_\_\_\_

e. I am:

(1)  not a registered California process server.

(2)  exempt from registration under Business and Professions Code section 22350(b).

(3)  registered California process server:

(i)  Employee or independent contractor.

(ii) Registration No.: \_\_\_\_\_

(iii) County: \_\_\_\_\_

8.  I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

or **15**

9.  I am a California sheriff or marshal and I certify that the foregoing is true and correct.

Date: \_\_\_\_\_ **16** \_\_\_\_\_

---

(NAME OF PERSON WHO SERVED PAPERS-SHERIFF OR MARSHAL)

(SIGNATURE)

POS-010 (Rev. January 4, 2004) PROOF OF SERVICE OF SUMMONS Page 2 of 2

## PROOF OF SERVICE OF SUMMONS (POS-010)

- page two -

### DIRECTIONS:

- ▶ Find a number on the sample form  
*Example:* **10**
- ▶ Go to the same number below to find out how to fill out the form
- ▶ Type or print in black ink
- ▶ Fill out one proof of service form for each defendant.

- 10** Fill in the names of the Plaintiff and Defendant. Your case number needs to be on the form. **DO NOT FILL OUT THE REST OF THIS PAGE. The process server fills out the rest of the form.**
- 11** *Process Server:* This section continues from the previous page.
  - Check c., if you served the legal papers using first class mail and postage prepaid. Include date and city of mailing (example: Fresno). You must also check either box 3 or box 4, whichever applies.
  - Check box 3 and include two copies of "Notice and Acknowledgment of Receipt" and a postage-paid envelope addressed to YOU. Be sure to attach the completed "Notice and Acknowledgment" form
  - Check box 4, IF you mailed the legal papers to an address outside of California with "return receipt requested." You must also attach the signed return receipt or other evidence showing that the defendant actually received the letter (this is done by restricting delivery to the defendant only).
- 12** Check d, if you served the legal papers some other way. Write the method in the space provided and include the legal code that gives you permission to do this. Check box and attach an additional page if you need more space.
- 13** Check all boxes that apply concerning the "Notice to the Person Served." Write names where asked. Check box a) if a person, b) if a person sued under fictitious name, or c) if for another person. If d) check the code number.
- 14** *Process server:* You must write your name, address, and telephone number. If you were paid for delivering the legal papers, write that amount in d. For e, check all boxes that apply and fill in information where asked.
- 15** Check first box if you are NOT a California sheriff or marshal. Check second box if you are a sheriff or marshal in California.
- 16** Date the form. Type or print your name on the left. Sign your name on the right.

982(a)(6)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):

TELEPHONE NO.: \_\_\_\_\_ FAX NO. (Optional): \_\_\_\_\_

E-MAIL ADDRESS (optional): \_\_\_\_\_

ATTORNEY FOR (Name): \_\_\_\_\_

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF \_\_\_\_\_**

STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY AND ZIP CODE: \_\_\_\_\_

BRANCH NAME: \_\_\_\_\_

PLAINTIFF/PETITIONER: \_\_\_\_\_

DEFENDANT/RESPONDENT: \_\_\_\_\_

**REQUEST FOR**  Entry of Default  Clerk's Judgment

**(Application)**  Court Judgment

CASE NUMBER: \_\_\_\_\_

1. TO THE CLERK: On the complaint or cross-complaint filed

a. on (date): \_\_\_\_\_

b. by (name): \_\_\_\_\_

c.  Enter default of defendant (names): \_\_\_\_\_

d.  I request a court judgment under Code of Civil Procedure sections 585(b), 585(c), 989, etc., against defendant (names): \_\_\_\_\_

(Testimony required. Apply to the clerk for a hearing date, unless the court will enter a judgment on an affidavit under Code Civ. Proc., § 585(d).)

e.  Enter clerk's judgment

(1)  for restitution of the premises only and issue a writ of execution on the judgment. Code of Civil Procedure section 1174(c) does not apply. (Code Civ. Proc., § 1169.)

Include in the judgment all tenants, subtenants, named claimants, and other occupants of the premises. The *Prejudgment Claim of Right to Possession* was served in compliance with Code of Civil Procedure section 415.46.

(2)  under Code of Civil Procedure section 585(a). (Complete the declaration under Code Civ. Proc., § 585.5 on the reverse (item 5).)

(3)  for default previously entered on (date): \_\_\_\_\_

2. Judgment to be entered.

	Amount	Credits acknowledged	Balance
a. Demand of complaint	\$ _____	\$ _____	\$ _____
b. Statement of damages *			
(1) Special	\$ _____	\$ _____	\$ _____
(2) General	\$ _____	\$ _____	\$ _____
c. Interest	\$ _____	\$ _____	\$ _____
d. Costs (see reverse)	\$ _____	\$ _____	\$ _____
e. Attorney fees	\$ _____	\$ _____	\$ _____
f. TOTALS	\$ _____	\$ _____	\$ _____

g. Daily damages were demanded in complaint at the rate of \$ \_\_\_\_\_ per day beginning (date): \_\_\_\_\_  
(\* Personal injury or wrongful death actions, Code Civ. Proc., § 425.11.)

3.  (Check if filed in an unlawful detainer case) Legal document assistant or unlawful detainer assistant information is on the reverse (complete item 4).

Date: \_\_\_\_\_

(TYPE OR PRINT NAME) \_\_\_\_\_ (SIGNATURE OF PLAINTIFF OR ATTORNEY FOR PLAINTIFF)

(1)  Default entered as requested on (date): \_\_\_\_\_

(2)  Default NOT entered as requested (state reason): \_\_\_\_\_

Clerk, by \_\_\_\_\_, Deputy

**FOR COURT USE ONLY**

**REQUEST FOR ENTRY OF DEFAULT**  
(Application to Enter Default)

Page 1 of 2  
Code of Civil Procedure, §§ 585-607, 1169  
www.courtinfo.ca.gov  
American LegalNet, Inc.  
www.USCourtForms.com

## How to fill out

# REQUEST FOR ENTRY OF DEFAULT (Application to Enter Default) CIV-100

## DIRECTIONS

- ▶ Find the number on the sample form.  
*Example: 1*
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ Write the case number where circled above.

- 1 Write your name and address. Also write your phone number, and fax number if you have one.
- 2 write your county name after COUNTY OF . Write the address of the court location where you filed your papers.
- 3 Write only your name after Plaintiff, and write the name of the primary or main Defendant.
- 4
  - Check "Entry of Default" to get an eviction. In most cases if you check this box, also check "Clerk's Judgment."
  - **OR** check "Court Judgment" if your want the defendant to pay back rent.
- 5
  - a. Fill in the date the Complaint was filed
  - b. Fill in your name
  - c. Check box c if you checked Entry of Default above for an eviction. List the names of all the defendants.
- 6
  - d. Check box d if you checked Court Judgment above.
  - e. Check box e if you checked Entry of Default above. Also check box (1) "for restitution of the premises" and check the box below that states: "Include in the judgment all tenants" ONLY if you have served a "prejudgment claim of right to possession."
- 7 If you checked Clerk's Judgment above, leave this section blank. If you checked Court Judgment, fill out this section, but DO NOT fill out lines b or e.
  - a. Under Amount, fill in back rent owed. Subtract Credits acknowledged (if any) to get the Balance.
  - c. If interest has accrued, fill out this line.
  - d. This amount is the same as the total amount listed in Memorandum of Costs (7e) on page two of this Request for Entry of Default. Then add up all lines to get the total (f).
  - g. If you requested daily damages in the Complaint, complete this section.
- 8 Check box 3. Put in the date you signed the form. Type or print your name on the left. Sign your name on the right.
- 9 DO NOT WRITE IN THIS SECTION.

PLAINTIFF/PETITIONER DEFENDANT/RESPONDENT: <b>10</b>	CASE NUMBER
---	-------------

4. Legal document assistant or unlawful detainer assistant (Bus. & Prof. Code, § 6400 et seq.). A legal document assistant or unlawful detainer assistant  did  did not for compensation give advice or assistance with this form. (If declarant has received **any** help or advice for pay from a legal document assistant or unlawful detainer assistant, state)

11 a. Assistant's name: \_\_\_\_\_ c. Telephone no.: \_\_\_\_\_  
 b. Street address, city, and zip code: \_\_\_\_\_ d. County of registration: \_\_\_\_\_  
 e. Registration no.: \_\_\_\_\_  
 f. Expires on (date): \_\_\_\_\_

5.  Declaration under Code of Civil Procedure Section 585.5 (required for entry of default under Code Civ. Proc., § 585(a)). This action

12 a.  is  is not on a contract or installment sale for goods or services subject to Civ. Code, § 1801 et seq. (Unruh Act).  
 b.  is  is not on a conditional sales contract subject to Civ. Code, § 2981 et seq. (Rees-Levering Motor Vehicle Sales and Finance Act).  
 c.  is  is not on an obligation for goods, services, loans, or extensions of credit subject to Code Civ. Proc., § 395(b).

6. Declaration of mailing (Code Civ. Proc., § 587). A copy of this Request for Entry of Default was

13 a.  not mailed to the following defendants, whose addresses are unknown to plaintiff or plaintiff's attorney (names):  
 b.  mailed first-class, postage prepaid, in a sealed envelope addressed to each defendant's attorney of record or, if none, to each defendant's last known address as follows:  
 (1) Mailed on (date): \_\_\_\_\_ (2) To (specify names and addresses shown on the envelopes): \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the foregoing items 4, 5, and 6 are true and correct.  
 Date: **14** \_\_\_\_\_ (TYPE OR PRINT NAME) \_\_\_\_\_ (SIGNATURE OF DECLARANT)

7. Memorandum of costs (required if money judgment requested). Costs and disbursements are as follows (Code Civ. Proc., § 1033.5):

a. Clerk's filing fees .....	\$ _____
b. Process server's fees .....	\$ _____
c. Other (specify): .....	\$ _____ <b>15</b>
d. ....	\$ _____
e. TOTAL .....	\$ _____

f.  Costs and disbursements are waived.  
 g. I am the attorney, agent, or party who claims these costs. To the best of my knowledge and belief this memorandum of costs is correct and these costs were necessarily incurred in this case.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  
 Date: **16** \_\_\_\_\_ (TYPE OR PRINT NAME) \_\_\_\_\_ (SIGNATURE OF DECLARANT)

8.  Declaration of nonmilitary status (required for a judgment). No defendant named in item 1c of the application is in the military service so as to be entitled to the benefits of the Servicemembers Civil Relief Act (50 U.S.C. App. § 501 et seq.).

17 I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  
 Date: **18** \_\_\_\_\_ (TYPE OR PRINT NAME) \_\_\_\_\_ (SIGNATURE OF DECLARANT)

98200(6) (Rev. February 16, 2016) REQUEST FOR ENTRY OF DEFAULT Page 2 of 2

# REQUEST FOR ENTRY OF DEFAULT (Application to Enter Default) CIV-100

- page two -

## DIRECTIONS

- ▶ Find the number on the sample form.  
*Example:* **15**
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ Write the case number where circled above.

- 10** Write your name (Plaintiff) vs. the name of the primary or main Defendant. Example: *Smith vs. Johnson*
- 11**
  - If someone helped you fill out this form and was not paid, check the first box. Check this box even if no one helped you.
  - *If someone helped you fill out the form and was paid check the second box.*
  - Fill out the rest of this section ONLY if you received help for pay. Write this person's name, address and phone number. After d, write the county where the assistant is registered (example: Fresno). Write their registration number (e) and the date (f) their registration expires (ends).
- 12** Check box 5. For a, b and c, "is not" is usually checked for all unlawful detainer cases.
- 13** Do not check box a. Check box b instead, and then list all persons to whom you mailed a copy of this form under (2). List the actual day you mailed the copies under (1).
- 14** Date the form. Type or print your name on the left. Sign your name on the right.
- 15** The court will not pay for your legal costs, but may award them in your judgment. You cannot get money awarded to you at the time of a Clerk's Judgment. Complete lines a through f as needed.
- 16** Date the form. Type or print your name on the left. Sign your name on the right.
- 17** Check box 8, if **none of the defendants in this case are in the military**. If any of the tenants are in the military, you cannot enter a default without certain requirements being met. Seek advice from an attorney.
- 18** Date the form. Type or print your name on the left. Sign your name on the right.



*How to fill out*

**DECLARATION FOR  
DEFAULT JUDGMENT BY  
COURT –  
UNLAWFUL DETAINER  
Form UD-116**

**DIRECTIONS**

► Find the number on the sample form.

*Example:* ①

► Go to the same number below to find out how to fill out the form.

► Type or print in black ink.

► **NOTE: ONLY USE THIS FORM FOR COURT JUDGMENTS FOR MONEY DAMAGES**

- ① Write your name and address. You may also write your phone, fax and email address, but this is your choice.
- ② write your county name after COUNTY OF . Write the address of the court location where you are filing your papers.
- ③ Write your name as the Plaintiff, and the names of the other plaintiffs if any. After Defendant, write the name(s) of all adults living in the residence (house, apartment). If there are adults living in the residence whose names you do not know, write “And DOES 1 TO \_\_\_\_\_” and fill in the number of additional defendants.
- ④ Write the case number.
- ⑤ Check box 1a. For b, check the box that best describes the plaintiff(s).
- ⑥ Write the address of the property and include the zip code. This is very important.
- ⑦ Mark the box “written” if the lease agreement was in writing, or the box indicating an “oral” agreement. Write the date the agreement occurred. List all the names of all the defendants. Then, write how rent was to be paid according to the agreement, and how much rent.
- ⑧ Mark box 4b. Mark “to the original complaint” if you attached a copy of the agreement to the complaint when you started this case. If you did not, check the box and attach the agreement to this form and mark it “Exhibit 4b.”
- ⑨ For item 5, mark this box if the agreement has changed since it was first made. Then complete items a through f by checking the boxes that apply and supply the information requested on the form. If additional space is needed, attach a sheet of paper and write “Attachment 5a” at the top.

Plaintiff (Name):  **10** Defendant (Name):  **11**

**6.** Notice to quit:

**12** a.  Defendant(s) served with:

(1)  3-day notice to pay rent or quit (4)  3-day notice to quit  
 (2)  3-day notice to perform covenant or quit (5)  30-day notice to quit  
 (3)  Other (Specify): \_\_\_\_\_ (6)  60-day notice to quit

b.  The 3-day notice to pay rent or quit demanded rent due in the amount of (Specify) \$ \_\_\_\_\_ for the rental period beginning on (Date) \_\_\_\_\_ and ending on (Date) \_\_\_\_\_.

c.  The 30-day notice demanded in the 3-day notice under item a. is consistent with the agreed rental term, e.g., 1 year, 2 years, or other term, and the defendant(s) has/have not paid the rent for the period specified in the notice.

d.  The original or copy of the notice specified in item a. is attached to (Specify)  the original complaint,  the declaration,  sealed envelope, (through the court copy/over mail) about the location of the defendant(s) and attached to the original complaint.

**7.** Service of notice:

**13** The notice was served on defendant(s) (Date) (Day): \_\_\_\_\_

(1)  personally on (Date) \_\_\_\_\_;  
 (2)  by substituted service, including a copy mailed to the defendant, on (Date) \_\_\_\_\_;  
 (3)  by posting and mailing on (Date) (Day) \_\_\_\_\_.

d.  Appropriate court writ(s) to possession was/were served on the occupants pursuant to Code of Civil Procedure section \_\_\_\_\_.

**8.** Proof of service of notice. The original or copy of the proof of service of the notice in item a. is attached to (Specify):

**14** a.  the original complaint;  
 b.  the declaration, sealed envelope, (with original and copy of the proof of service) or attached to the declaration and attached to the original complaint.

**9.** Notice expired on (Date) **15** \_\_\_\_\_ the notice in item a. expired at the expiration of (Specify) (Number of days) \_\_\_\_\_ days. No money has been received and accepted under the notice if (Specify) \_\_\_\_\_.

**10.** The total rental value of the property is \$ \_\_\_\_\_ per day, calculated as follows:

**16** a.  Rent per month is (Specify) \_\_\_\_\_ (1 month/one day) \_\_\_\_\_;  
 b.  Rent per month divided by 30 \_\_\_\_\_;  
 c.  Other (Specify) (Specify) \_\_\_\_\_.

**11.** Possession of the defendant:

**17** a.  vacated the premises on (Date) \_\_\_\_\_;  
 b.  continues to occupy the property on (Date) (Day) \_\_\_\_\_.

**12.** Hidden or damaged: Defendant has calculated the total cost of damages as follows:

**18** a. Damages demanded in the complaint began on (Date) \_\_\_\_\_;  
 b. Damages accrued through (Date) (Specify) (Specify) \_\_\_\_\_;  
 c. Number of days that damages accrued/continued to accrue in date (Specify) (Specify) \_\_\_\_\_;  
 d. Total amount of damages (Specify) (Specify) (Specify) (Specify) \_\_\_\_\_.

**19.**  The reasonable attorney fees are authorized in the lease or rental agreement pursuant to paragraph (Specify) \_\_\_\_\_ and reasonable attorney fees for plaintiff's attorney: \_\_\_\_\_ New \$ \_\_\_\_\_

**20.**  Court costs in the case, including the filing fee, are \$ \_\_\_\_\_.

DECLARATION FOR DEFAULT JUDGMENT BY COURT  
 Unlawful Detainer—Code Civ. Proc., § 549(d)

## DECLARATION FOR DEFAULT JUDGMENT BY COURT – Unlawful Detainer Form UD-116

- page two -

### DIRECTIONS

- ▶ Find the number on the sample form.  
*Example:* **10**
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ **NOTE: ONLY USE THIS FORM FOR COURT JUDGMENTS FOR MONEY DAMAGES**

- 10** Write only your name after Plaintiff, and write the name of the primary or main Defendant.
- 11** Write the case number
- 12** Mark box 6 and mark the box that describes the type of notice that was served on the defendant(s).
- 13** For number 7, write the names of all defendants. For boxes (1-3) mark the box describing each defendant was served. Make sure to write the date that each defendant was served.
- 14** For box 8, mark the appropriate box describing to which form you attached the Proof of Service of the notice.
- 15** For box 9, write the date the Notice expired.
- 16** For box 10, if you requested money on your complaint, complete this section by marking the box that indicates how you calculated the money owed. Note: the amount shown here must not exceed the amount requested on the complaint.
- 17** Mark box a if the defendant has vacated the property and the date defendant left the property. If the defendant continues to reside at the property, mark box b and write today's date.
- 18** If you are requesting money damages, check box 12 and write the answers at the end of a through d.
- 19** Do not mark this box because if you have an attorney, you should not be using this packet.
- 20** If you are requesting court costs, including the filing fee you paid for this action, write that amount after the dollar sign.

PLAINTIFF (Name) \_\_\_\_\_ DEFENDANT (Name) \_\_\_\_\_

21 22

23  Check all boxes if you are requesting a money judgment for:  
 a.  A money judgment for:  
 (1)  Past due rent (rent due) \$ \_\_\_\_\_  
 (2)  Economic damages (rent due) \$ \_\_\_\_\_  
 (3)  Attorney fees (rent due) \$ \_\_\_\_\_  
 (4)  Costs (rent due) \$ \_\_\_\_\_  
 (5)  Other (specify): \$ \_\_\_\_\_  
 (6)  TOTAL MONEY JUDGMENT \$ \_\_\_\_\_  
 b.  A money judgment for possession of the premises.  
 c.  Forfeiture of the premises in lieu of a money judgment for possession of the premises.  
 d.  Cancellation of the rental agreement.  Forfeiture of the lease.

I declare under penalty of perjury under the laws of the State of Colorado that the foregoing is true and correct.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

25

26 **Summary of Exhibits**  
 16.  Rental agreement.  
 17.  Copy of rental agreement with declaration and order to send one copy.  
 18.  Copy of notice of change in terms.  
 19.  Copy of agreement for change of terms.  
 20.  Copy of agreement for change in terms with declaration and order to send one copy.  
 21.  Copy of copy of the notice to quit under tenancy at will or at sufferance and declaration of unlawful detainer (change of terms).  
 22.  Copy of copy of notice of change in terms or notice to quit under tenancy at will or at sufferance and declaration of unlawful detainer (change of terms).  
 23.  Other exhibits (specify number and describe): \_\_\_\_\_

DECLARATION FOR DEFAULT JUDGMENT BY COURT  
 (Unlawful Detainer—Code Civ. Proc., § 13-10-101)

## DECLARATION FOR DEFAULT JUDGMENT BY COURT –Unlawful Detainer Form UD-116

- page three -

### DIRECTIONS

- ▶ Find the number on the sample form.  
*Example:* 21
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ **NOTE: ONLY USE THIS FORM FOR COURT JUDGMENTS FOR MONEY DAMAGES**

- 21 Write only your name after Plaintiff, and write the name of the primary or main Defendant.
- 22 Write the case number.
- 23 If you are not the landlord and you are filing this on behalf of the landlord and you are requesting a money judgment mark box 15. If you are requesting a money judgment, mark box a, and complete the appropriate boxes and dollar amounts.
- 24 For box b, check this box only if a clerk's judgment for possession was not entered previously in this case. Mark box c if you would like the court to cancel the rental agreement or if you want the court to order forfeiture of the lease.
- 25 Write the date and print your name on the left. Sign your name on the right.
- 26 If you have attached documents to this form, you must mark the appropriate boxes informing the court that you have done so and what each attachment (exhibit) is.

## How to fill out

# JUDGMENT UNLAWFUL DETAINER Form UD-110

## DIRECTIONS

► Find the number on the sample form.

*Example:* ①

► Go to the same number below to find out how to fill out the form.

► Type or print in black ink.

The image shows a sample of the 'JUDGMENT UNLAWFUL DETAINER' form (UD-110). The form is divided into several sections. Callout 1 points to the 'Plaintiff' section where the filer's name and address are entered. Callout 2 points to the 'SUPERIOR COURT OF CALIFORNIA, COUNTY OF' section. Callout 3 points to the 'PLAINTIFF' and 'DEFENDANT' sections. Callout 4 points to the 'CASE NUMBER' field. Callout 5 points to checkboxes for 'BY CLERK' and 'BY COURT'. Callout 6 points to checkboxes for 'BY DEFAULT' and 'POSSESSION ONLY'. Callout 7 points to the 'JUDGMENT' section, specifically the 'BY DEFAULT' checkbox. Callout 8 points to checkboxes 'd' and 'e' under the 'BY CLERK' option. Callout 9 points to the 'AFTER COURT TRIAL' section.

- ① Write your name and address. You may also write your phone, fax and email address, but this is your choice.
- ② write your county name after COUNTY OF . Write the address of the court location where you are filing your papers.
- ③ Write your name as the Plaintiff, and the names of the other plaintiffs if any. After Defendant, write the name(s) of all adults living in the residence (house, apartment). If there are adults living in the residence whose names you do not know, write “And DOES 1 TO \_\_\_\_\_” and fill in the number of additional defendants.
- ④ Write the case number.
- ⑤ Check the box “By Clerk” if you are seeking a judgment for **possession only** of the residence (house, apartment). Check the box “By Court ” if you are seeking a money judgment. A money Judgment is obtained for past-due rent, holdover damages, costs and other fees incurred by you. You cannot obtain a Judgment for attorney’s fees if an attorney does not represent you. If an attorney represents you in this case, you should not be using this packet.
- ⑥ Check box “By Default.” Check box “Possession Only” if you are only seeking a judgment for possession of the residence (house, apartment). If you obtain a Judgment for possession of the residence only, you have 4 months to request a money Judgment by Default.
- ⑦ Check box 1 next to the words “BY DEFAULT”.
- ⑧ If you checked box “By Clerk” at item 5 above for possession only, check box d. If you checked box “By Court” for a money judgment, check box e and box (2).
- ⑨ Leave the remainder of this page blank because this packet is designed for an uncontested action. If you had a hearing, you should consult with an attorney prior to completing this form.

# JUDGMENT UNLAWFUL DETAINER Form UD-110

- page two -

## DIRECTIONS

- ▶ Find the number on the sample form.  
*Example:* 10
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.

- 10 Write only your name after Plaintiff, and write the name of the primary or main Defendant.
- 11 Write the case number.
- 12 Mark the box next to “The Court” if you are asking for a money judgment. Mark the box next to “The Clerk” if you are filing a judgment for possession only.
- 13 Mark box 3a and write the name of each petitioner. Below that, write the name of each defendant.
- 14 Mark box 4 next to “Plaintiff” and write the address of the residence you are seeking to repossess. Make sure to include the street address, apartment number, city, county, and the zip code.
- 15 If you know there are other tenants who are unknown to you and you served a Prejudgment Claim of Right to Possession when you served the Summons and Complaint, mark this box. Remember, this packet is designed for the uncontested action. If your action was contested, you should consult with an attorney.
- 16 For box 6a, if you requested money on your complaint and you are requesting a **money judgment**, complete this section by marking the box that indicates how you calculated the money owed and by writing the dollar amounts. Write the total amount in the bottom of the box. Leave box 6b blank.
- 17 If you are requesting the court to cancel the rental agreement, mark this box. If you are requesting the court to forfeit the lease, mark that box.
- 18 LEAVE THE REST OF THIS FORM BLANK.

## How to fill out

# WRIT OF EXECUTION EJ-130

## DIRECTIONS

- ▶ Find the number on the sample form.

Example: ①

- ▶ Go to the same number below to find out how to fill out the form.

- ▶ Type or print in black ink.

The image shows a sample form titled "WRIT OF EXECUTION EJ-130". The form is divided into several sections. At the top left, there is a box for the filer's information, including telephone number, fax number, and address. This section is marked with a circled '1'. Below this is the court information, including the name of the court, street address, and city and state. This section is marked with a circled '2'. The next section is for the parties, with fields for Plaintiff and Defendant, marked with circled '3'. Below that is the type of writ and the property to be executed, with checkboxes for "EXECUTION (Money Judgment)", "POSSESSION OF Personal Property", "Real Property", and "SALE". This section is marked with circled '4'. To the right of this section is a field for the case number, marked with a circled '5'. Below the main form area is a list of instructions, numbered 1 through 10, with circled numbers pointing to specific parts of the form. Instruction 1 points to the filer's information. Instruction 2 points to the court information. Instruction 3 points to the parties. Instruction 4 points to the type of writ and property. Instruction 5 points to the case number. Instruction 6 points to the court information. Instruction 7 points to the judgment creditor information. Instruction 8 points to the judgment debtor information. Instruction 9 points to the date judgment was entered. Instruction 10 points to the amount of judgment. At the bottom of the form, there is a section for the clerk's signature and a notice to the person served. The form is marked "Page 1 of 3" and "WRIT OF EXECUTION".

- ① Write your name and address. Write your phone to the right.
- ② If not filled in for you, write "Fresno" after COUNTY OF. The address is: 1100 Van Ness Ave., Fresno CA 93724-0002. The Branch Name is: Central Division.
- ③ Write your name after Plaintiff. Write the name of the primary or main Defendant.
- ④ Check "possession of" and "real property." "Execution (Money Judgment)" can also be checked if a money judgment was awarded.
- ⑤ Write the case number here.
- ⑥ Write "Fresno" after County of (where circled).
- ⑦ Write your name and check "judgment creditor." (Plaintiff is the judgment creditor.)
- ⑧ Write the names of each defendant and their last known address. (Defendant is the judgment debtor.) If more than two defendants, check "additional judgment debtors on reverse."
- ⑨ Enter the day judgment was entered if known (if the case went to a court trial the date would be known). If you turn in this form along with a Request for Entry of Default, leave the date blank and the clerk will fill in the date.
- ⑩ Skip to the right column and check box 9. If a Court Judgment was obtained, money amounts may be filled in. If this writ is to take possession of property, do not fill in money amounts.

*DO NOT fill out the rest of this form. Go to page two of the Writ of Execution.*

# WRIT OF EXECUTION EJ-130

- page two -

## DIRECTIONS

- ▶ Find the number on the sample form.  
*Example:* 11
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ Fill in the case number where circled above.

PLAINTIFF: **11** Case number: 11

DEFENDANT: \_\_\_\_\_

—Items continued from page 1—

21.  Additional judgment debtor (name and last known address): \_\_\_\_\_

**12**

22.  Notice of sale has been requested by (name and address): \_\_\_\_\_

23.  Joint debtor was declared bound by the judgment (CCP 909-904)

a. on (date): \_\_\_\_\_ a. on (date): \_\_\_\_\_

b. name and address of joint debtor: \_\_\_\_\_ b. name and address of joint debtor: \_\_\_\_\_

c.  additional costs against certain joint debtors (fee(s)): \_\_\_\_\_

24.  (Writ of Possession or Writ of Sale) Judgment was entered for the following:

a.  Possession of real property. The complaint was filed on (date): \_\_\_\_\_

(Check (1) or (2)):

**13**

(1)  The Prejudgment Claim of Right to Possession was served in compliance with CCP 415.45. The judgment includes all tenants, subtenants, named claimants, and other occupants of the premises.

(2)  The Prejudgment Claim of Right to Possession was NOT served in compliance with CCP 415.45.

(a) \$ \_\_\_\_\_ was the daily rental value on the date the complaint was filed.

(b) The court will hear objections to enforcement of the judgment under CCP 1174.3 on the following date (specify): \_\_\_\_\_

b.  Seizure of personal property. \_\_\_\_\_ if delivery cannot be had, file for the value (specify in \$) specified in the judgment or supplemental order.

c.  Sale of personal property.

d.  Sale of real property.

e. Description of property: \_\_\_\_\_

**14**

**NOTICE TO PERSON SERVED**

WRIT OF EXECUTION OR SALE. Your rights and duties are indicated on the accompanying Notice of Levy (Form EJ-190).  
WRIT OF POSSESSION OF PERSONAL PROPERTY. If the levying officer is not able to take custody of the property, the levying officer will make a demand upon you for the property. If custody is not obtained following demand, the judgment may be enforced as a money judgment for the value of the property specified in the judgment or in a supplemental order.  
WRIT OF POSSESSION OF REAL PROPERTY. If the premises are not vacated within five days after the date of service on the occupant or, if service is by posting, within five days after service on you, the levying officer will remove the occupants from the real property and place the judgment creditor in possession of the property. Except for a mobile home, personal property remaining on the premises will be sold or otherwise disposed of in accordance with CCP 417a unless you or the owner of the property pays the judgment creditor the reasonable cost of storage and takes possession of the personal property not later than 15 days after the time the judgment creditor takes possession of the premises.  
If a Claim of Right to Possession form accompanies this writ (unless the Summary was served in compliance with CCP 415.45).

Form EJ-130 (Rev. January 2016) WRIT OF EXECUTION Page 2 of 2

**11** Write your name (Plaintiff) vs. the primary or main Defendant's name. Example: *Smith vs. Johnson*

**12** *This is the same item 4 continued from the first page.* If you checked the box, "additional judgment debtors on reverse," check this box and write additional names and addresses here. Space is provided for two defendants (judgment debtors).

*DO NOT fill out 7 and 8.*

- 13**
- Check box 24, and check a. Fill in the date you filed the Complaint.
  - Read (1) and (2). Decide which best describes your situation then check (1) or (2), but not both.
  - If you choose (1), a "proof of service on a prejudgment claim of right to possession" must be filed with the court.
  - If you check (2) fill in the daily rental value (a) and the court date (b) if known.
- 14** Describe the property by writing the complete address. Include the zip code and street references such as North (N), South (S), East (E) or West (W). Also include the apartment or unit number if any.

# **Blank Forms**

**(To be completed)**



ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):		<b>FOR COURT USE ONLY</b>
TELEPHONE NO.:	FAX NO.:	
ATTORNEY FOR (Name):		
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b>		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY AND ZIP CODE:		
BRANCH NAME:		
CASE NAME:		
<b>CIVIL CASE COVER SHEET</b>	<b>Complex Case Designation</b>	CASE NUMBER:
<input type="checkbox"/> <b>Unlimited</b> (Amount demanded exceeds \$25,000)	<input type="checkbox"/> <b>Limited</b> (Amount demanded is \$25,000 or less)	JUDGE:
<input type="checkbox"/> <b>Counter</b> <input type="checkbox"/> <b>Joinder</b> Filed with first appearance by defendant (Cal. Rules of Court, rule 3.402)		DEPT:

*Items 1–6 below must be completed (see instructions on page 2).*

1. Check **one** box below for the case type that best describes this case:

<p><b>Auto Tort</b></p> <input type="checkbox"/> Auto (22) <input type="checkbox"/> Uninsured motorist (46) <p><b>Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort</b></p> <input type="checkbox"/> Asbestos (04) <input type="checkbox"/> Product liability (24) <input type="checkbox"/> Medical malpractice (45) <input type="checkbox"/> Other PI/PD/WD (23) <p><b>Non-PI/PD/WD (Other) Tort</b></p> <input type="checkbox"/> Business tort/unfair business practice (07) <input type="checkbox"/> Civil rights (08) <input type="checkbox"/> Defamation (13) <input type="checkbox"/> Fraud (16) <input type="checkbox"/> Intellectual property (19) <input type="checkbox"/> Professional negligence (25) <input type="checkbox"/> Other non-PI/PD/WD tort (35) <p><b>Employment</b></p> <input type="checkbox"/> Wrongful termination (36) <input type="checkbox"/> Other employment (15)	<p><b>Contract</b></p> <input type="checkbox"/> Breach of contract/warranty (06) <input type="checkbox"/> Rule 3.740 collections (09) <input type="checkbox"/> Other collections (09) <input type="checkbox"/> Insurance coverage (18) <input type="checkbox"/> Other contract (37) <p><b>Real Property</b></p> <input type="checkbox"/> Eminent domain/Inverse condemnation (14) <input type="checkbox"/> Wrongful eviction (33) <input type="checkbox"/> Other real property (26) <p><b>Unlawful Detainer</b></p> <input type="checkbox"/> Commercial (31) <input type="checkbox"/> Residential (32) <input type="checkbox"/> Drugs (38) <p><b>Judicial Review</b></p> <input type="checkbox"/> Asset forfeiture (05) <input type="checkbox"/> Petition re: arbitration award (11) <input type="checkbox"/> Writ of mandate (02) <input type="checkbox"/> Other judicial review (39)	<p><b>Provisionally Complex Civil Litigation (Cal. Rules of Court, rules 3.400–3.403)</b></p> <input type="checkbox"/> Antitrust/Trade regulation (03) <input type="checkbox"/> Construction defect (10) <input type="checkbox"/> Mass tort (40) <input type="checkbox"/> Securities litigation (28) <input type="checkbox"/> Environmental/Toxic tort (30) <input type="checkbox"/> Insurance coverage claims arising from the above listed provisionally complex case types (41) <p><b>Enforcement of Judgment</b></p> <input type="checkbox"/> Enforcement of judgment (20) <p><b>Miscellaneous Civil Complaint</b></p> <input type="checkbox"/> RICO (27) <input type="checkbox"/> Other complaint ( <i>not specified above</i> ) (42) <p><b>Miscellaneous Civil Petition</b></p> <input type="checkbox"/> Partnership and corporate governance (21) <input type="checkbox"/> Other petition ( <i>not specified above</i> ) (43)
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2. This case  is  is not complex under rule 3.400 of the California Rules of Court. If the case is complex, mark the factors requiring exceptional judicial management:
- |  |  |
|--|--|
| a. <input type="checkbox"/> Large number of separately represented parties   | d. <input type="checkbox"/> Large number of witnesses  |
| b. <input type="checkbox"/> Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve | e. <input type="checkbox"/> Coordination with related actions pending in one or more courts in other counties, states, or countries, or in a federal court |
| c. <input type="checkbox"/> Substantial amount of documentary evidence   | f. <input type="checkbox"/> Substantial postjudgment judicial supervision  |
3. Remedies sought (*check all that apply*): a.  monetary    b.  nonmonetary; declaratory or injunctive relief    c.  punitive
4. Number of causes of action (*specify*):
5. This case  is  is not a class action suit.
6. If there are any known related cases, file and serve a notice of related case. (*You may use form CM-015.*)

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF PARTY OR ATTORNEY FOR PARTY)

**NOTICE**

- Plaintiff must file this cover sheet with the first paper filed in the action or proceeding (except small claims cases or cases filed under the Probate Code, Family Code, or Welfare and Institutions Code). (Cal. Rules of Court, rule 3.220.) Failure to file may result in sanctions.
- File this cover sheet in addition to any cover sheet required by local court rule.
- If this case is complex under rule 3.400 et seq. of the California Rules of Court, you must serve a copy of this cover sheet on **all** other parties to the action or proceeding.
- Unless this is a collections case under rule 3.740 or a complex case, this cover sheet will be used for statistical purposes only.

**INSTRUCTIONS ON HOW TO COMPLETE THE COVER SHEET**

**To Plaintiffs and Others Filing First Papers.** If you are filing a first paper (for example, a complaint) in a civil case, you **must** complete and file, along with your first paper, the *Civil Case Cover Sheet* contained on page 1. This information will be used to compile statistics about the types and numbers of cases filed. You must complete items 1 through 6 on the sheet. In item 1, you must check **one** box for the case type that best describes the case. If the case fits both a general and a more specific type of case listed in item 1, check the more specific one. If the case has multiple causes of action, check the box that best indicates the **primary** cause of action. To assist you in completing the sheet, examples of the cases that belong under each case type in item 1 are provided below. A cover sheet must be filed only with your initial paper. Failure to file a cover sheet with the first paper filed in a civil case may subject a party, its counsel, or both to sanctions under rules 2.30 and 3.220 of the California Rules of Court.

**To Parties in Rule 3.740 Collections Cases.** A "collections case" under rule 3.740 is defined as an action for recovery of money owed in a sum stated to be certain that is not more than \$25,000, exclusive of interest and attorney's fees, arising from a transaction in which property, services, or money was acquired on credit. A collections case does not include an action seeking the following: (1) tort damages, (2) punitive damages, (3) recovery of real property, (4) recovery of personal property, or (5) a prejudgment writ of attachment. The identification of a case as a rule 3.740 collections case on this form means that it will be exempt from the general time-for-service requirements and case management rules, unless a defendant files a responsive pleading. A rule 3.740 collections case will be subject to the requirements for service and obtaining a judgment in rule 3.740.

**To Parties in Complex Cases.** In complex cases only, parties must also use the *Civil Case Cover Sheet* to designate whether the case is complex. If a plaintiff believes the case is complex under rule 3.400 of the California Rules of Court, this must be indicated by completing the appropriate boxes in items 1 and 2. If a plaintiff designates a case as complex, the cover sheet must be served with the complaint on all parties to the action. A defendant may file and serve no later than the time of its first appearance a joinder in the plaintiff's designation, a counter-designation that the case is not complex, or, if the plaintiff has made no designation, a designation that the case is complex.

**CASE TYPES AND EXAMPLES**

**Auto Tort**

- Auto (22)—Personal Injury/Property Damage/Wrongful Death
- Uninsured Motorist (46) (*if the case involves an uninsured motorist claim subject to arbitration, check this item instead of Auto*)

**Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort**

- Asbestos (04)
  - Asbestos Property Damage
  - Asbestos Personal Injury/Wrongful Death
- Product Liability (*not asbestos or toxic/environmental*) (24)
- Medical Malpractice (45)
  - Medical Malpractice—Physicians & Surgeons
  - Other Professional Health Care Malpractice
- Other PI/PD/WD (23)
  - Premises Liability (e.g., slip and fall)
  - Intentional Bodily Injury/PD/WD (e.g., assault, vandalism)
  - Intentional Infliction of Emotional Distress
  - Negligent Infliction of Emotional Distress
  - Other PI/PD/WD

**Non-PI/PD/WD (Other) Tort**

- Business Tort/Unfair Business Practice (07)
- Civil Rights (e.g., discrimination, false arrest) (*not civil harassment*) (08)
- Defamation (e.g., slander, libel) (13)
- Fraud (16)
- Intellectual Property (19)
- Professional Negligence (25)
  - Legal Malpractice
  - Other Professional Malpractice (*not medical or legal*)
- Other Non-PI/PD/WD Tort (35)

**Employment**

- Wrongful Termination (36)
- Other Employment (15)

**Contract**

- Breach of Contract/Warranty (06)
  - Breach of Rental/Lease Contract (*not unlawful detainer or wrongful eviction*)
- Contract/Warranty Breach—Seller Plaintiff (*not fraud or negligence*)
- Negligent Breach of Contract/Warranty
- Other Breach of Contract/Warranty
- Collections (e.g., money owed, open book accounts) (09)
  - Collection Case—Seller Plaintiff
  - Other Promissory Note/Collections Case
- Insurance Coverage (*not provisionally complex*) (18)
  - Auto Subrogation
  - Other Coverage
- Other Contract (37)
  - Contractual Fraud
  - Other Contract Dispute

**Real Property**

- Eminent Domain/Inverse Condemnation (14)
- Wrongful Eviction (33)
- Other Real Property (e.g., quiet title) (26)
  - Writ of Possession of Real Property
  - Mortgage Foreclosure
  - Quiet Title
  - Other Real Property (*not eminent domain, landlord/tenant, or foreclosure*)

**Unlawful Detainer**

- Commercial (31)
- Residential (32)
- Drugs (38) (*if the case involves illegal drugs, check this item; otherwise, report as Commercial or Residential*)

**Judicial Review**

- Asset Forfeiture (05)
- Petition Re: Arbitration Award (11)
- Writ of Mandate (02)
  - Writ—Administrative Mandamus
  - Writ—Mandamus on Limited Court Case Matter
  - Writ—Other Limited Court Case Review
- Other Judicial Review (39)
  - Review of Health Officer Order
  - Notice of Appeal—Labor Commissioner Appeals

**Provisionally Complex Civil Litigation (Cal. Rules of Court Rules 3.400–3.403)**

- Antitrust/Trade Regulation (03)
- Construction Defect (10)
- Claims Involving Mass Tort (40)
- Securities Litigation (28)
- Environmental/Toxic Tort (30)
- Insurance Coverage Claims (*arising from provisionally complex case type listed above*) (41)

**Enforcement of Judgment**

- Enforcement of Judgment (20)
  - Abstract of Judgment (Out of County)
  - Confession of Judgment (*non-domestic relations*)
  - Sister State Judgment
  - Administrative Agency Award (*not unpaid taxes*)
  - Petition/Certification of Entry of Judgment on Unpaid Taxes
  - Other Enforcement of Judgment Case

**Miscellaneous Civil Complaint**

- RICO (27)
- Other Complaint (*not specified above*) (42)
  - Declaratory Relief Only
  - Injunctive Relief Only (*non-harassment*)
  - Mechanics Lien
  - Other Commercial Complaint Case (*non-tort/non-complex*)
  - Other Civil Complaint (*non-tort/non-complex*)

**Miscellaneous Civil Petition**

- Partnership and Corporate Governance (21)
- Other Petition (*not specified above*) (43)
  - Civil Harassment
  - Workplace Violence
  - Elder/Dependent Adult Abuse
  - Election Contest
  - Petition for Name Change
  - Petition for Relief From Late Claim
  - Other Civil Petition

ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name, State Bar number, and address</i> ):    TELEPHONE NO.: _____ FAX NO. ( <i>Optional</i> ): _____ E-MAIL ADDRESS ( <i>Optional</i> ): _____ ATTORNEY FOR ( <i>Name</i> ): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF:  DEFENDANT:  <input type="checkbox"/> DOES 1 TO _____	
<b>COMPLAINT — UNLAWFUL DETAINER*</b>  <input type="checkbox"/> COMPLAINT <input type="checkbox"/> AMENDED COMPLAINT ( <i>Amendment Number</i> ): _____	CASE NUMBER: _____
<b>Jurisdiction (<i>check all that apply</i>):</b> <input type="checkbox"/> <b>ACTION IS A LIMITED CIVIL CASE</b> Amount demanded <input type="checkbox"/> does not exceed \$10,000 <input type="checkbox"/> exceeds \$10,000 but does not exceed \$25,000  <input type="checkbox"/> <b>ACTION IS AN UNLIMITED CIVIL CASE (amount demanded exceeds \$25,000)</b> <input type="checkbox"/> <b>ACTION IS RECLASSIFIED by this amended complaint or cross-complaint (<i>check all that apply</i>):</b> <input type="checkbox"/> from unlawful detainer to general unlimited civil (possession not in issue) <input type="checkbox"/> from limited to unlimited <input type="checkbox"/> from unlawful detainer to general limited civil (possession not in issue) <input type="checkbox"/> from unlimited to limited	

1. PLAINTIFF (*name each*):

alleges causes of action against DEFENDANT (*name each*):

2. a. Plaintiff is (1)  an individual over the age of 18 years. (4)  a partnership.  
 (2)  a public agency. (5)  a corporation.  
 (3)  other (*specify*):

b.  Plaintiff has complied with the fictitious business name laws and is doing business under the fictitious name of (*specify*):

3. Defendant named above is in possession of the premises located at (*street address, apt. no., city, zip code, and county*):

4. Plaintiff's interest in the premises is  as owner  other (*specify*):

5. The true names and capacities of defendants sued as Does are unknown to plaintiff.

6. a. On or about (*date*): \_\_\_\_\_ defendant (*name each*):

- (1) agreed to rent the premises as a  month-to-month tenancy  other tenancy (*specify*):  
 (2) agreed to pay rent of \$ \_\_\_\_\_ payable  monthly  other (*specify frequency*):  
 (3) agreed to pay rent on the  first of the month  other day (*specify*):

b. This  written  oral agreement was made with

- (1)  plaintiff. (3)  plaintiff's predecessor in interest.  
 (2)  plaintiff's agent. (4)  other (*specify*):

\* **NOTE:** Do not use this form for evictions after sale (Code Civ. Proc., § 1161a).

PLAINTIFF (Name): _____ DEFENDANT (Name): _____	CASE NUMBER: _____
--	-----------------------

6. c.  The defendants not named in item 6a are
- (1)  subtenants.
  - (2)  assignees.
  - (3)  other (specify):
- d.  The agreement was later changed as follows (specify):
- e.  A copy of the written agreement, including any addenda or attachments that form the basis of this complaint, is attached and labeled Exhibit 1. (Required for residential property, unless item 6f is checked. See Code Civ. Proc., § 1166.)
- f.  (For residential property) A copy of the written agreement is **not** attached because (specify reason):
- (1)  the written agreement is not in the possession of the landlord or the landlord's employees or agents.
  - (2)  this action is solely for nonpayment of rent (Code Civ. Proc., § 1161(2)).

7.  a. Defendant (name each):

was served the following notice on the same date and in the same manner:

- (1)  3-day notice to pay rent or quit
- (2)  30-day notice to quit
- (3)  60-day notice to quit
- (4)  3-day notice to perform covenants or quit
- (5)  3-day notice to quit
- (6)  Other (specify):

- b. (1) On (date): \_\_\_\_\_ the period stated in the notice expired at the end of the day.  
 (2) Defendants failed to comply with the requirements of the notice by that date.

c. All facts stated in the notice are true.

d.  The notice included an election of forfeiture.

e.  A copy of the notice is attached and labeled Exhibit 2. (Required for residential property. See Code Civ. Proc., § 1166.)

f.  One or more defendants were served (1) with a different notice, (2) on a different date, or (3) in a different manner, as stated in Attachment 8c. (Check item 8c and attach a statement providing the information required by items 7a–e and 8 for each defendant.)

8. a.  The notice in item 7a was served on the defendant named in item 7a as follows:

(1)  by personally handing a copy to defendant on (date):

(2)  by leaving a copy with (name or description):

\_\_\_\_\_ a person of suitable age and discretion, on (date): \_\_\_\_\_ at defendant's

residence  business AND mailing a copy to defendant at defendant's place of residence on (date): \_\_\_\_\_ because defendant cannot be found at defendant's residence or usual place of business.

(3)  by posting a copy on the premises on (date): \_\_\_\_\_ AND giving a copy to a person found residing at the premises AND mailing a copy to defendant at the premises on (date):

(a)  because defendant's residence and usual place of business cannot be ascertained OR

(b)  because no person of suitable age or discretion can be found there.

(4)  (Not for 3-day notice; see Civil Code, § 1946 before using) by sending a copy by certified or registered mail addressed to defendant on (date):

(5)  (Not for residential tenancies; see Civil Code, § 1953 before using) in the manner specified in a written commercial lease between the parties.

b.  (Name):

\_\_\_\_\_ was served on behalf of all defendants who signed a joint written rental agreement.

c.  Information about service of notice on the defendants alleged in item 7f is stated in Attachment 8c.

d.  Proof of service of the notice in item 7a is attached and labeled Exhibit 3.

PLAINTIFF (Name): _____ DEFENDANT (Name): _____	CASE NUMBER: _____
--	-----------------------

- 9.  Plaintiff demands possession from each defendant because of expiration of a fixed-term lease.
- 10.  At the time the 3-day notice to pay rent or quit was served, the amount of **rent due** was \$ \_\_\_\_\_
- 11.  The fair rental value of the premises is \$ \_\_\_\_\_ per day.
- 12.  Defendant's continued possession is malicious, and plaintiff is entitled to statutory damages under Code of Civil Procedure section 1174(b). *(State specific facts supporting a claim up to \$600 in Attachment 12.)*
- 13.  A written agreement between the parties provides for attorney fees.
- 14.  Defendant's tenancy is subject to the local rent control or eviction control ordinance of *(city or county, title of ordinance, and date of passage)*: \_\_\_\_\_

Plaintiff has met all applicable requirements of the ordinances.

- 15.  Other allegations are stated in Attachment 15.
- 16. Plaintiff accepts the jurisdictional limit, if any, of the court.

**17. PLAINTIFF REQUESTS**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>a. possession of the premises.</li> <li>b. costs incurred in this proceeding:</li> <li>c. <input type="checkbox"/> past-due rent of \$ _____</li> <li>d. <input type="checkbox"/> reasonable attorney fees.</li> <li>e. <input type="checkbox"/> forfeiture of the agreement.</li> </ul> | <ul style="list-style-type: none"> <li>f. <input type="checkbox"/> damages at the rate stated in item 11 from <i>(date)</i>: _____ for each day that defendants remain in possession through entry of judgment.</li> <li>g. <input type="checkbox"/> statutory damages up to \$600 for the conduct alleged in item 12.</li> <li>h. <input type="checkbox"/> other <i>(specify)</i>: _____</li> </ul> |
|---|--|

- 18.  Number of pages attached *(specify)*: \_\_\_\_\_

**UNLAWFUL DETAINER ASSISTANT (Bus. & Prof. Code, §§ 6400–6415)**

- 19. *(Complete in all cases.)* An unlawful detainer assistant  did **not**  did for compensation give advice or assistance with this form. *(If plaintiff has received **any** help or advice for pay from an unlawful detainer assistant, state:)*

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>a. Assistant's name:</li> <li>b. Street address, city, and zip code:</li> </ul> | <ul style="list-style-type: none"> <li>c. Telephone No.:</li> <li>d. County of registration:</li> <li>e. Registration No.:</li> <li>f. Expires on <i>(date)</i>:</li> </ul> |
|--|---|

Date: \_\_\_\_\_

_____ (TYPE OR PRINT NAME)		_____ (SIGNATURE OF PLAINTIFF OR ATTORNEY)
-------------------------------	--	---

**VERIFICATION**

*(Use a different verification form if the verification is by an attorney or for a corporation or partnership.)*

I am the plaintiff in this proceeding and have read this complaint. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_

_____ (TYPE OR PRINT NAME)		_____ (SIGNATURE OF PLAINTIFF )
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**SUMMONS  
(CITACION JUDICIAL)**

**UNLAWFUL DETAINER—EVICTION**

**(RETENCIÓN ILÍCITA DE UN INMUEBLE—DESALOJO)**

**NOTICE TO DEFENDANT:  
(AVISO AL DEMANDADO):**

**YOU ARE BEING SUED BY PLAINTIFF:  
(LO ESTÁ DEMANDANDO EL DEMANDANTE):**

FOR COURT USE ONLY  
(SOLO PARA USO DE LA CORTE)

You have 5 CALENDAR DAYS after this summons and legal papers are served on you to file a written response at this court and have a copy served on the plaintiff. (To calculate the five days, count Saturday and Sunday, but do not count other court holidays. If the last day falls on a Saturday, Sunday, or a court holiday then you have the next court day to file a written response.) A letter or phone call will not protect you. Your written response must be in proper legal form if you want the court to hear your case. There may be a court form that you can use for your response. You can find these court forms and more information at the California Courts Online Self-Help Center ([www.courtinfo.ca.gov/selfhelp](http://www.courtinfo.ca.gov/selfhelp)), your county law library, or the courthouse nearest you. If you cannot pay the filing fee, ask the court clerk for a fee waiver form. If you do not file your response on time, you may lose the case by default, and your wages, money, and property may be taken without further warning from the court.

There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may want to call an attorney referral service. If you cannot afford an attorney, you may be eligible for free legal services from a nonprofit legal services program. You can locate these nonprofit groups at the California Legal Services Web site ([www.lawhelpcalifornia.org](http://www.lawhelpcalifornia.org)), the California Courts Online Self-Help Center ([www.courtinfo.ca.gov/selfhelp](http://www.courtinfo.ca.gov/selfhelp)), or by contacting your local court or county bar association.

Tiene 5 DÍAS DE CALENDARIO después de que le entreguen esta citación y papeles legales para presentar una respuesta por escrito en esta corte y hacer que se entregue una copia al demandante. (Para calcular los cinco días, cuente los sábados y los domingos pero no los otros días feriados de la corte. Si el último día cae en sábado o domingo, o en un día en que la corte esté cerrada, tiene hasta el próximo día de corte para presentar una respuesta por escrito). Una carta o una llamada telefónica no lo protegen. Su respuesta por escrito tiene que estar en formato legal correcto si desea que procesen su caso en la corte. Es posible que haya un formulario que usted pueda usar para su respuesta. Puede encontrar estos formularios de la corte y más información en el Centro de Ayuda de las Cortes de California ([www.courtinfo.ca.gov/selfhelp/espanol/](http://www.courtinfo.ca.gov/selfhelp/espanol/)), en la biblioteca de leyes de su condado o en la corte que le quede más cerca. Si no puede pagar la cuota de presentación, pida al secretario de la corte que le dé un formulario de exención de pago de cuotas. Si no presenta su respuesta a tiempo, puede perder el caso por incumplimiento y la corte le podrá quitar su sueldo, dinero y bienes sin más advertencia.

Hay otros requisitos legales. Es recomendable que llame a un abogado inmediatamente. Si no conoce a un abogado, puede llamar a un servicio de remisión a abogados. Si no puede pagar a un abogado, es posible que cumpla con los requisitos para obtener servicios legales gratuitos de un programa de servicios legales sin fines de lucro. Puede encontrar estos grupos sin fines de lucro en el sitio web de California Legal Services, ([www.lawhelpcalifornia.org](http://www.lawhelpcalifornia.org)), en el Centro de Ayuda de las Cortes de California, ([www.courtinfo.ca.gov/selfhelp/espanol/](http://www.courtinfo.ca.gov/selfhelp/espanol/)) o poniéndose en contacto con la corte o el colegio de abogados locales.

1. The name and address of the court is:  
(El nombre y dirección de la corte es):

CASE NUMBER:  
(Número del caso):

2. The name, address, and telephone number of plaintiff's attorney, or plaintiff without an attorney, is:  
(El nombre, la dirección y el número de teléfono del abogado del demandante, o del demandante que no tiene abogado, es):

3. (Must be answered in all cases) An unlawful detainer assistant (Bus. & Prof. Code, §§ 6400–6415)  did not  did for compensation give advice or assistance with this form. (If plaintiff has received any help or advice for pay from an unlawful detainer assistant, complete item 6 on the next page.)

Date:  
(Fecha)

Clerk, by \_\_\_\_\_, Deputy  
(Secretario) (Adjunto)

(For proof of service of this summons, use Proof of Service of Summons (form POS-010).)  
(Para prueba de entrega de esta citación use el formulario Proof of Service of Summons, (POS-010)).

[SEAL]

4. NOTICE TO THE PERSON SERVED: You are served

- a.  as an individual defendant.
- b.  as the person sued under the fictitious name of (specify):
- c.  as an occupant
- d.  on behalf of (specify):

- under:  CCP 416.10 (corporation)  CCP 416.60 (minor)
- CCP 416.20 (defunct corporation)  CCP 416.70 (conservatee)
- CCP 416.40 (association or partnership)  CCP 416.90 (authorized person)
- CCP 415.46 (occupant)  other (specify):

5.  by personal delivery on (date):

PLAINTIFF (Name):	CASE NUMBER:
DEFENDANT (Name):	

6. **Unlawful detainer assistant** (complete if plaintiff has received any help or advice for pay from an unlawful detainer assistant):

- a. Assistant's name:
- b. Telephone no.:
- c. Street address, city, and ZIP:
  
- d. County of registration:
- e. Registration no.:
- f. Registration expires on (date):

**NOTICE: EVERYONE WHO LIVES IN THIS RENTAL UNIT MAY BE EVICTED BY COURT ORDER. READ THIS FORM IF YOU LIVE HERE AND IF YOUR NAME IS NOT ON THE ATTACHED SUMMONS AND COMPLAINT.**

1. If you live here and you do not complete and submit this form within 10 days of the date of service shown on this form, you will be evicted without further hearing by the court along with the persons named in the Summons and Complaint.
2. If you file this form, your claim will be determined in the eviction action against the persons named in the Complaint.
3. If you do not file this form, you will be evicted without further hearing.

CLAIMANT OR CLAIMANT'S ATTORNEY ( <i>Name and Address</i> ):	TELEPHONE NO.:	<b>FOR COURT USE ONLY</b>
ATTORNEY FOR ( <i>Name</i> ):		
<b>NAME OF COURT:</b>		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY AND ZIP CODE:		
BRANCH NAME:		
PLAINTIFF:		
DEFENDANT:		
<b>PREJUDGMENT CLAIM OF RIGHT TO POSSESSION</b>		CASE NUMBER:

<p><b>Complete this form only if ALL of these statements are true:</b></p> <ol style="list-style-type: none"> <li>1. You are <b>NOT</b> named in the accompanying Summons and Complaint.</li> <li>2. You occupied the premises on or before the date the unlawful detainer (eviction) Complaint was filed.</li> <li>3. You still occupy the premises.</li> </ol>	<p><i>(To be completed by the process server)</i></p> <p>DATE OF SERVICE:</p> <p><i>(Date that this form is served or delivered, and posted, and mailed by the officer or process server)</i></p>
--	---

I DECLARE THE FOLLOWING UNDER PENALTY OF PERJURY:

1. My name is (*specify*):
  
2. I reside at (*street address, unit No., city and ZIP code*):
  
3. The address of "the premises" subject to this claim is (*address*):
  
4. On (*insert date*): , the landlord or the landlord's authorized agent filed a complaint to recover possession of the premises. (*This date is the court filing date on the accompanying Summons and Complaint.*)
5. I occupied the premises on the date the complaint was filed (*the date in item 4*). I have continued to occupy the premises ever since.
6. I was at least 18 years of age on the date the complaint was filed (*the date in item 4*).
7. I claim a right to possession of the premises because I occupied the premises on the date the complaint was filed (*the date in item 4*).
8. I was not named in the Summons and Complaint.
9. I understand that if I make this claim of right to possession, I will be added as a defendant to the unlawful detainer (eviction) action.
10. (*Filing fee*) I understand that I must go to the court and pay a filing fee of \$ \_\_\_\_\_ or file with the court the form "Application for Waiver of Court Fees and Costs." I understand that if I don't pay the filing fee or file with the court the form for waiver of court fees within 10 days from the date of service on this form (excluding court holidays), I will not be entitled to make a claim of right to possession.

(Continued on reverse)



PLAINTIFF (Name):  DEFENDANT (Name):	CASE NUMBER:
--	--------------

**NOTICE: If you fail to file this claim, you will be evicted without further hearing.**

11. *(Response required within five days after you file this form)* I understand that I will have *five days* (excluding court holidays) to file a response to the Summons and Complaint after I file this Prejudgment Claim of Right to Possession form.

12. **Rental agreement.** I have *(check all that apply to you)*:
- a.  an oral rental agreement with the landlord.
  - b.  a written rental agreement with the landlord.
  - c.  an oral rental agreement with a person other than the landlord.
  - d.  a written rental agreement with a person other than the landlord.
  - e.  other *(explain)*:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

WARNING: Perjury is a felony punishable by imprisonment in the state prison.

Date:

.....  
(TYPE OR PRINT NAME)

▶ \_\_\_\_\_  
(SIGNATURE OF CLAIMANT)

**NOTICE:** If you file this claim of right to possession, the unlawful detainer (eviction) action against you will be determined at trial. At trial, you may be found liable for rent, costs, and, in some cases, treble damages.

**— NOTICE TO OCCUPANTS —**

**YOU MUST ACT AT ONCE if all the following are true:**

- 1. You are NOT named in the accompanying Summons and Complaint.**
- 2. You occupied the premises on or before the date the unlawful detainer (eviction) complaint was filed.** *(The date is the court filing date on the accompanying Summons and Complaint.)*
- 3. You still occupy the premises.**

*(Where to file this form)* You can complete and SUBMIT THIS CLAIM FORM WITHIN 10 DAYS from the date of service (on the reverse of this form) at the court where the unlawful detainer (eviction) complaint was filed.

*(What will happen if you do not file this form)* If you do not complete and submit this form and pay a filing fee or file the form for proceeding in forma pauperis if you cannot pay the fee), YOU WILL BE EVICTED.

After this form is properly filed, you will be added as a defendant in the unlawful detainer (eviction) action and your right to occupy the premises will be decided by the court. *If you do not file this claim, you will be evicted without a hearing.*

ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name and Address</i> ):	TELEPHONE NO:	<b>FOR COURT USE ONLY</b>
ATTORNEY FOR ( <i>Name</i> ):		
NAME OF COURT: STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
PLAINTIFF: DEFENDANT:		
<b>ANSWER—Unlawful Detainer</b>		CASE NUMBER:

1. Defendant (*names*):

answers the complaint as follows:

2. **Check ONLY ONE of the next two boxes:**

- a.  Defendant generally denies each statement of the complaint. (*Do not check this box if the complaint demands more than \$1,000.*)
- b.  Defendant admits that all of the statements of the complaint are true EXCEPT
  - (1) Defendant claims the following statements of the complaint are false (*use paragraph numbers from the complaint or explain*):

Continued on Attachment 2b (1).

- (2) Defendant has no information or belief that the following statements of the complaint are true, so defendant denies them (*use paragraph numbers from the complaint or explain*):

Continued on Attachment 2b (2).

3. AFFIRMATIVE DEFENSES (**NOTE:** For each box checked, you must state brief facts to support it in the space provided at the top of page two (item 3j)).

- a.  (*nonpayment of rent only*) Plaintiff has breached the warranty to provide habitable premises.
- b.  (*nonpayment of rent only*) Defendant made needed repairs and properly deducted the cost from the rent, and plaintiff did not give proper credit.
- c.  (*nonpayment of rent only*) On (*date*): before the notice to pay or quit expired, defendant offered the rent due but plaintiff would not accept it.
- d.  Plaintiff waived, changed, or canceled the notice to quit.
- e.  Plaintiff served defendant with the notice to quit or filed the complaint to retaliate against defendant.
- f.  By serving defendant with the notice to quit or filing the complaint, plaintiff is arbitrarily discriminating against the defendant in violation of the Constitution or laws of the United States or California.
- g.  Plaintiff's demand for possession violates the local rent control or eviction control ordinance of (*city or county, title of ordinance, and date of passage*):

(*Also, briefly state the facts showing violation of the ordinance in item 3j.*)

- h.  Plaintiff accepted rent from defendant to cover a period of time after the date the notice to quit expired.
- i.  Other affirmative defenses are stated in item 3j.

PLAINTIFF (Name):	CASE NUMBER:
DEFENDANT (Name):	

3. AFFIRMATIVE DEFENSES (cont'd)

j. Facts supporting affirmative defenses checked above (identify each item separately by its letter from page one):

- (1)  All the facts are stated in Attachment 3j.
- (2)  Facts are continued in Attachment 3j.

4. OTHER STATEMENTS

- a.  Defendant vacated the premises on (date):
- b.  The fair rental value of the premises alleged in the complaint is excessive (explain):
  
- c.  Other (specify):

5. DEFENDANT REQUESTS

- a. that plaintiff take nothing requested in the complaint.
- b. costs incurred in this proceeding.
- c.  reasonable attorney fees.
- d.  that plaintiff be ordered to (1) make repairs and correct the conditions that constitute a breach of the warranty to provide habitable premises and (2) reduce the monthly rent to a reasonable rental value until the conditions are corrected.
- e.  Other (specify):

6.  Number of pages attached (specify):

**UNLAWFUL DETAINER ASSISTANT (Business and Professions Code sections 6400- 6415)**

7. (Must be completed in all cases) An unlawful detainer assistant  did not  did for compensation give advice or assistance with this form. (If defendant has received any help or advice for pay from an unlawful detainer assistant, state:

- a. Assistant's name:
- b. Telephone No.:
- c. Street address, city, and ZIP:
- d. County of registration:
- e. Registration No.:
- f. Expires on (date):

\_\_\_\_\_  
(TYPE OR PRINT NAME)

▶ \_\_\_\_\_  
(SIGNATURE OF DEFENDANT OR ATTORNEY)

\_\_\_\_\_  
(TYPE OR PRINT NAME)

▶ \_\_\_\_\_  
(SIGNATURE OF DEFENDANT OR ATTORNEY)

(Each defendant for whom this answer is filed must be named in item 1 and must sign this answer unless his or her attorney signs.)

**VERIFICATION**

(Use a different verification form if the verification is by an attorney or for a corporation or partnership.)

I am the defendant in this proceeding and have read this answer. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Date:

\_\_\_\_\_  
(TYPE OR PRINT NAME)

▶ \_\_\_\_\_  
(SIGNATURE OF DEFENDANT)

ATTORNEY OR PARTY WITHOUT ATTORNEY <i>(Name, State Bar number, and address):</i>  _____  TELEPHONE NO.: _____ FAX NO. <i>(Optional):</i> _____ E-MAIL ADDRESS <i>(Optional):</i> _____ ATTORNEY FOR <i>(Name):</i> _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF/PETITIONER:  DEFENDANT/RESPONDENT:	CASE NUMBER:
<b>PROOF OF SERVICE OF SUMMONS</b>	Ref. No. or File No.:

*(Separate proof of service is required for each party served.)*

1. At the time of service I was at least 18 years of age and not a party to this action.
2. I served copies of:
  - a.  summons
  - b.  complaint
  - c.  Alternative Dispute Resolution (ADR) package
  - d.  Civil Case Cover Sheet *(served in complex cases only)*
  - e.  cross-complaint
  - f.  other *(specify documents):*
3. a. Party served *(specify name of party as shown on documents served):*  
  
 b.  Person (other than the party in item 3a) served on behalf of an entity or as an authorized agent (and not a person under item 5b on whom substituted service was made) *(specify name and relationship to the party named in item 3a):*
4. Address where the party was served:
5. I served the party *(check proper box)*
  - a.  **by personal service.** I personally delivered the documents listed in item 2 to the party or person authorized to receive service of process for the party (1) on *(date):* \_\_\_\_\_ (2) at *(time):* \_\_\_\_\_
  - b.  **by substituted service.** On *(date):* \_\_\_\_\_ at *(time):* \_\_\_\_\_ I left the documents listed in item 2 with or in the presence of *(name and title or relationship to person indicated in item 3):*
    - (1)  **(business)** a person at least 18 years of age apparently in charge at the office or usual place of business of the person to be served. I informed him or her of the general nature of the papers.
    - (2)  **(home)** a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the party. I informed him or her of the general nature of the papers.
    - (3)  **(physical address unknown)** a person at least 18 years of age apparently in charge at the usual mailing address of the person to be served, other than a United States Postal Service post office box. I informed him or her of the general nature of the papers.
    - (4)  I thereafter mailed (by first-class, postage prepaid) copies of the documents to the person to be served at the place where the copies were left (Code Civ. Proc., § 415.20). I mailed the documents on *(date):* \_\_\_\_\_ from *(city):* \_\_\_\_\_ or  a declaration of mailing is attached.
    - (5)  I attach a **declaration of diligence** stating actions taken first to attempt personal service.

PLAINTIFF/PETITIONER: _____	CASE NUMBER:
DEFENDANT/RESPONDENT:	

5. c.  **by mail and acknowledgment of receipt of service.** I mailed the documents listed in item 2 to the party, to the address shown in item 4, by first-class mail, postage prepaid,
- (1) on *(date)*: \_\_\_\_\_ (2) from *(city)*: \_\_\_\_\_
- (3)  with two copies of the *Notice and Acknowledgment of Receipt* and a postage-paid return envelope addressed to me. (*Attach completed Notice and Acknowledgment of Receipt.*) (Code Civ. Proc., § 415.30.)
- (4)  to an address outside California with return receipt requested. (Code Civ. Proc., § 415.40.)

d.  **by other means** (*specify means of service and authorizing code section*):

Additional page describing service is attached.

6. The "Notice to the Person Served" (on the summons) was completed as follows:

- a.  as an individual defendant.
- b.  as the person sued under the fictitious name of (*specify*):
- c.  as occupant.
- d.  On behalf of (*specify*):

under the following Code of Civil Procedure section:

- |   |   |
|---|---|
| <input type="checkbox"/> 416.10 (corporation)                     | <input type="checkbox"/> 415.95 (business organization, form unknown) |
| <input type="checkbox"/> 416.20 (defunct corporation)             | <input type="checkbox"/> 416.60 (minor)                               |
| <input type="checkbox"/> 416.30 (joint stock company/association) | <input type="checkbox"/> 416.70 (ward or conservatee)                 |
| <input type="checkbox"/> 416.40 (association or partnership)      | <input type="checkbox"/> 416.90 (authorized person)                   |
| <input type="checkbox"/> 416.50 (public entity)                   | <input type="checkbox"/> 415.46 (occupant)                            |
|   | <input type="checkbox"/> other:                                       |

7. **Person who served papers**

- a. Name:
- b. Address:
- c. Telephone number:
- d. **The fee** for service was: \$
- e. I am:

- (1)  not a registered California process server.
- (2)  exempt from registration under Business and Professions Code section 22350(b).
- (3)  a registered California process server:
- (i)  owner  employee  independent contractor.
- (ii) Registration No.:
- (iii) County:

8.  **I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

or

9.  **I am a California sheriff or marshal and** I certify that the foregoing is true and correct.

Date:

\_\_\_\_\_  
(NAME OF PERSON WHO SERVED PAPERS/SHERIFF OR MARSHAL)

\_\_\_\_\_  
(SIGNATURE)

ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name, State Bar number, and address</i> ):  TELEPHONE NO.: _____ FAX NO. ( <i>Optional</i> ): _____ E-MAIL ADDRESS ( <i>Optional</i> ): _____ ATTORNEY FOR ( <i>Name</i> ): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	
<b>REQUEST FOR (Application)</b> <input type="checkbox"/> <b>Entry of Default</b> <input type="checkbox"/> <b>Clerk's Judgment</b> <input type="checkbox"/> <b>Court Judgment</b>	CASE NUMBER:

1. TO THE CLERK: On the complaint or cross-complaint filed
- a. on (*date*):
  - b. by (*name*):
  - c.  Enter default of defendant (*names*):
  - d.  I request a court judgment under Code of Civil Procedure sections 585(b), 585(c), 989, etc., against defendant (*names*):

*(Testimony required. Apply to the clerk for a hearing date, unless the court will enter a judgment on an affidavit under Code Civ. Proc., § 585(d).)*

- e.  Enter clerk's judgment
  - (1)  for restitution of the premises only and issue a writ of execution on the judgment. Code of Civil Procedure section 1174(c) does not apply. (Code Civ. Proc., § 1169.)
    - Include in the judgment all tenants, subtenants, named claimants, and other occupants of the premises. The *Prejudgment Claim of Right to Possession* was served in compliance with Code of Civil Procedure section 415.46.
  - (2)  under Code of Civil Procedure section 585(a). (*Complete the declaration under Code Civ. Proc., § 585.5 on the reverse (item 5).*)
  - (3)  for default previously entered on (*date*):

2. **Judgment to be entered.**

	<u>Amount</u>		<u>Credits acknowledged</u>	<u>Balance</u>
a. Demand of complaint . . . . .	\$		\$	\$
b. Statement of damages *				
(1) Special . . . . .	\$		\$	\$
(2) General . . . . .	\$		\$	\$
c. Interest . . . . .	\$		\$	\$
d. Costs ( <i>see reverse</i> ) . . . . .	\$		\$	\$
e. Attorney fees . . . . .	\$		\$	\$
f. <b>TOTALS</b> . . . . .	\$		\$	\$

g. **Daily damages** were demanded in complaint at the rate of: \$ \_\_\_\_\_ per day beginning (*date*): \_\_\_\_\_  
 (\* *Personal injury or wrongful death actions; Code Civ. Proc., § 425.11.*)

3.  (Check if filed in an unlawful detainer case) **Legal document assistant or unlawful detainer assistant** information is on the reverse (*complete item 4*).

Date: \_\_\_\_\_ ▶ \_\_\_\_\_  
(TYPE OR PRINT NAME) (SIGNATURE OF PLAINTIFF OR ATTORNEY FOR PLAINTIFF)

<b>FOR COURT USE ONLY</b>	(1) <input type="checkbox"/> Default entered as requested on ( <i>date</i> ): (2) <input type="checkbox"/> Default NOT entered as requested ( <i>state reason</i> ):	Clerk, by _____, Deputy
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PLAINTIFF/PETITIONER:  DEFENDANT/RESPONDENT:	CASE NUMBER:
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4. **Legal document assistant or unlawful detainer assistant (Bus. & Prof. Code, § 6400 et seq.).** A legal document assistant or unlawful detainer assistant  did  did **not** for compensation give advice or assistance with this form. *(If declarant has received any help or advice for pay from a legal document assistant or unlawful detainer assistant, state):*

- |  |                            |
|--|----------------------------|
| a. Assistant's name:                   | c. Telephone no.:          |
| b. Street address, city, and zip code: | d. County of registration: |
|  | e. Registration no.:       |
|  | f. Expires on (date):      |

5.  **Declaration under Code of Civil Procedure Section 585.5** (required for entry of default under Code Civ. Proc., § 585(a)).

This action

- a.  is  is not on a contract or installment sale for goods or services subject to Civ. Code, § 1801 et seq. (Unruh Act).  
 b.  is  is not on a conditional sales contract subject to Civ. Code, § 2981 et seq. (Rees-Levering Motor Vehicle Sales and Finance Act).  
 c.  is  is not on an obligation for goods, services, loans, or extensions of credit subject to Code Civ. Proc., § 395(b).

6. **Declaration of mailing (Code Civ. Proc., § 587).** A copy of this *Request for Entry of Default* was

- a.  **not mailed** to the following defendants, whose addresses are **unknown** to plaintiff or plaintiff's attorney (*names*):  
 b.  **mailed** first-class, postage prepaid, in a sealed envelope addressed to each defendant's attorney of record or, if none, to each defendant's last known address as follows:  
     (1) Mailed on (*date*): \_\_\_\_\_ (2) To (*specify names and addresses shown on the envelopes*): \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the foregoing items 4, 5, and 6 are true and correct.  
 Date: \_\_\_\_\_

(TYPE OR PRINT NAME)	(SIGNATURE OF DECLARANT)
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7. **Memorandum of costs** (required if money judgment requested). Costs and disbursements are as follows (Code Civ. Proc., § 1033.5):

- |   |          |
|---|----------|
| a. Clerk's filing fees .....                                    | \$       |
| b. Process server's fees .....                                  | \$       |
| c. Other ( <i>specify</i> ): .....                              | \$       |
| d. ....   | \$       |
| e. <b>TOTAL</b> .....   | \$ _____ |
| f. <input type="checkbox"/> Costs and disbursements are waived. |          |

g. I am the attorney, agent, or party who claims these costs. To the best of my knowledge and belief this memorandum of costs is correct and these costs were necessarily incurred in this case.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  
 Date: \_\_\_\_\_

(TYPE OR PRINT NAME)	(SIGNATURE OF DECLARANT)
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8.  **Declaration of nonmilitary status** (required for a judgment). No defendant named in item 1c of the application is in the military service so as to be entitled to the benefits of the Servicemembers Civil Relief Act (50 U.S.C. App. § 501 et seq.).

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  
 Date: \_\_\_\_\_

(TYPE OR PRINT NAME)	(SIGNATURE OF DECLARANT)
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ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name, state bar number, and address</i> ):  TELEPHONE NO.: _____ FAX NO. ( <i>Optional</i> ): _____ E-MAIL ADDRESS ( <i>Optional</i> ): _____ ATTORNEY FOR ( <i>Name</i> ): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF ( <i>Name</i> ):  DEFENDANT ( <i>Name</i> ):	
<b>DECLARATION FOR DEFAULT JUDGMENT BY COURT (Unlawful Detainer—Code Civil Proc., § 585(d))</b>	CASE NUMBER:

1. My name is (*specify*):
  - a.  I am the plaintiff in this action.
  - b. I am
    - (1)  an owner of the property
    - (2)  a manager of the property
    - (3)  an agent of the owner
    - (4)  other (*specify*):
2. The property concerning this action is located at (*street address, apartment number, city, and county*):
3. Personal knowledge. I personally know the facts stated in this declaration and, if sworn as a witness, could testify competently thereto. I am personally familiar with the rental or lease agreement, defendant's payment record, the condition of the property, and defendant's conduct.
4. Agreement was  written  oral as follows:
  - a. On or about (*date*): \_\_\_\_\_ defendant (*name each*): \_\_\_\_\_
    - (1) agreed to rent the property for a  month-to-month tenancy  other tenancy (*specify*):
    - (2) agreed to pay rent of \$ \_\_\_\_\_ payable  monthly  other (*specify frequency*):  
with rent due on the  first of the month  other day (*specify*):
  - b.  Original agreement is attached (*specify*):  to the original complaint.  
 to the *Application for Immediate Writ of Possession*.  to this declaration, labeled Exhibit 4b.
  - c.  Copy of agreement with a declaration and order to admit the copy is attached (*specify*):  
 to the *Application for Immediate Writ of Possession*.  to this declaration, labeled Exhibit 4c.
5.  Agreement changed.
  - a.  More than one change in rent amount (*specify history of all rent changes and effective dates up to the last rent change*) on Attachment 5a (form MC-025).
  - b.  Change in rent amount (*specify last rent change*). The rent was changed from \$ \_\_\_\_\_ to \$ \_\_\_\_\_, which became effective on (*date*): \_\_\_\_\_ and was made
    - (1)  by agreement of the parties and subsequent payment of such rent.
    - (2)  by service on defendant of a notice of change in terms pursuant to Civil Code section 827 (*check item 5d*).
    - (3)  pursuant to a written agreement of the parties for change in terms (*check item 5e or 5f*).
  - c.  Change in rent due date. Rent was changed, payable in advance, due on (*specify day*): \_\_\_\_\_.
  - d.  A copy of the notice of change in terms is attached to this declaration, labeled Exhibit 5d.
  - e.  Original agreement for change in terms is attached (*specify*):  to the original complaint.  
 to the *Application for Immediate Writ of Possession*.  to this declaration, labeled Exhibit 5e.
  - f.  Copy of agreement for change in terms with a declaration and order to admit the copy is attached (*specify*):  
 to the *Application for Immediate Writ of Possession*.  to this declaration, labeled Exhibit 5f.



PLAINTIFF (Name):  DEFENDANT (Name):	CASE NUMBER:
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6. Notice to quit.
- a.  Defendant was served with a
- |  |  |
|--|--|
| (1) <input type="checkbox"/> 3-day notice to pay rent or quit          | (4) <input type="checkbox"/> 3-day notice to quit  |
| (2) <input type="checkbox"/> 3-day notice to perform covenants or quit | (5) <input type="checkbox"/> 30-day notice to quit |
| (3) <input type="checkbox"/> Other (specify):                          | (6) <input type="checkbox"/> 60-day notice to quit |
- b.  The 3-day notice to pay rent or quit demanded rent due in the amount of (specify): \$ \_\_\_\_\_ for the rental period beginning on (date) \_\_\_\_\_ and ending on (date) \_\_\_\_\_.
- c.  The total rent demanded in the 3-day notice under item 6b is different from the agreed rent in item 4a(2) (specify history of dates covered by the 3-day notice and any partial payments received to arrive at the balance) on Attachment 6c (form MC-025).
- d.  The original or copy of the notice specified in item 6a is attached to (specify):  the original complaint.  
 this declaration, labeled Exhibit 6d. (The original or a copy of the notice MUST be attached to this declaration if not attached to the original complaint.)
7. Service of notice.
- a. The notice was served on defendant (name each):
- |   |
|---|
| (1) <input type="checkbox"/> personally on (date):  |
| (2) <input type="checkbox"/> by substituted service, including a copy mailed to the defendant, on (date): |
| (3) <input type="checkbox"/> by posting and mailing on (date mailed):                                     |
- b.  A prejudgment claim of right to possession was served on the occupants pursuant to Code of Civil Procedure section 415.46.
8. Proof of service of notice. The original or copy of the proof of service of the notice in item 6a is attached to (specify):
- a.  the original complaint.
- b.  this declaration, labeled Exhibit 8b. (The original or copy of the proof of service MUST be attached to this declaration if not attached to the original complaint.)
9. Notice expired. On (date): \_\_\_\_\_ the notice in item 6 expired at the end of the day and defendant failed to comply with the requirements of the notice by that date. No money has been received and accepted after the notice expired.
10. The fair rental value of the property is \$ \_\_\_\_\_ per day, calculated as follows:
- a.  (rent per month) x (0.03288) (12 months divided by 365 days)
- b.  rent per month divided by 30
- c.  other valuation (specify): \_\_\_\_\_
11. Possession. The defendant
- a.  vacated the premises on (date): \_\_\_\_\_
- b.  continues to occupy the property on (date of this declaration): \_\_\_\_\_
12.  Holdover damages. Declarant has calculated the holdover damages as follows:
- a. Damages demanded in the complaint began on (date): \_\_\_\_\_
- b. Damages accrued through (date specified in item 11): \_\_\_\_\_
- c. Number of days that damages accrued (count days using the dates in items 12a and 12b): \_\_\_\_\_
- d. Total holdover damages ((daily rental value in item 10) x (number of days in item 12c)): \$ \_\_\_\_\_
13.  Reasonable attorney fees are authorized in the lease or rental agreement pursuant to paragraph (specify): \_\_\_\_\_ and reasonable attorney fees for plaintiff's attorney (name): \_\_\_\_\_ are \$ \_\_\_\_\_.
14.  Court costs in this case, including the filing fee, are \$ \_\_\_\_\_.

PLAINTIFF (Name): _____ DEFENDANT (Name): _____	CASE NUMBER: _____
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15.  Declarant requests a judgment on behalf of plaintiff for:  
 a.  A money judgment as follows:

(1)	<input type="checkbox"/>	Past-due rent ( <i>item 6b</i> )	\$
(2)	<input type="checkbox"/>	Holdover damages ( <i>item 12d</i> )	\$
(3)	<input type="checkbox"/>	Attorney fees ( <i>item 13</i> )*	\$
(4)	<input type="checkbox"/>	Costs ( <i>item 14</i> )	\$
(5)	<input type="checkbox"/>	Other ( <i>specify</i> ):	\$
(6)		<b>TOTAL JUDGMENT</b>	\$

\*  Attorney fees are to be paid by (name) only.

- b.  Possession of the premises in item 2 (*check only if a clerk's judgment for possession was **not** entered*).  
 c.  Cancellation of the rental agreement.  Forfeiture of the lease.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

_____ (TYPE OR PRINT NAME)	}	_____ (SIGNATURE OF DECLARANT)
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### Summary of Exhibits

16.  Exhibit 4b: Original rental agreement.
17.  Exhibit 4c: Copy of rental agreement with declaration and order to admit the copy.
18.  Exhibit 5d: Copy of notice of change in terms.
19.  Exhibit 5e: Original agreement for change of terms.
20.  Exhibit 5f: Copy of agreement for change in terms with declaration and order to admit copy.
21.  Exhibit 6d: Original or copy of the notice to quit under item 6a (*MUST be attached to this declaration if it is not attached to original complaint*).
22.  Exhibit 8b: Original or copy of proof of service of notice in item 6a (*MUST be attached to this declaration if it is not attached to original complaint*).
23.  Other exhibits (*specify number and describe*):

ATTORNEY OR PARTY WITHOUT ATTORNEY <i>(Name, state bar number, and address):</i>  TELEPHONE NO.: _____ FAX NO. <i>(Optional):</i> _____ E-MAIL ADDRESS <i>(Optional):</i> _____ ATTORNEY FOR <i>(Name):</i> _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF:  DEFENDANT:	
<p style="text-align: center;"><b>JUDGMENT—UNLAWFUL DETAINER</b></p> <input type="checkbox"/> <b>By Clerk</b> <input type="checkbox"/> <b>By Default</b> <input type="checkbox"/> <b>After Court Trial</b> <input type="checkbox"/> <b>By Court</b> <input type="checkbox"/> <b>Possession Only</b> <input type="checkbox"/> <b>Defendant Did Not Appear at Trial</b>	CASE NUMBER:

**JUDGMENT**

1.  **BY DEFAULT**
- a. Defendant was properly served with a copy of the summons and complaint.
  - b. Defendant failed to answer the complaint or appear and defend the action within the time allowed by law.
  - c. Defendant's default was entered by the clerk upon plaintiff's application.
  - d.  **Clerk's Judgment** (Code Civ. Proc., § 1169). For possession only of the premises described on page 2 (item 4).
  - e.  **Court Judgment** (Code Civ. Proc., § 585(b)). The court considered
    - (1)  plaintiff's testimony and other evidence.
    - (2)  plaintiff's or others' written declaration and evidence (Code Civ. Proc., § 585(d)).
2.  **AFTER COURT TRIAL.** The jury was waived. The court considered the evidence.
- a. The case was tried on *(date and time):*  
before *(name of judicial officer):*
  - b. Appearances by:
 

<input type="checkbox"/> Plaintiff <i>(name each):</i>	<input type="checkbox"/> Plaintiff's attorney <i>(name each):</i>
	(1)
	(2)

<input type="checkbox"/> Continued on <i>Attachment 2b</i> (form MC-025).	<input type="checkbox"/> Defendant's attorney <i>(name each):</i>
<input type="checkbox"/> Defendant <i>(name each):</i>	(1)
	(2)

  
 Continued on *Attachment 2b* (form MC-025).
  - c.  Defendant did not appear at trial. Defendant was properly served with notice of trial.
  - d.  A statement of decision (Code Civ. Proc., § 632)  was not  was requested.

PLAINTIFF:  DEFENDANT:	CASE NUMBER:
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**JUDGMENT IS ENTERED AS FOLLOWS BY:**      **THE COURT**      **THE CLERK**

**3. Parties.** Judgment is

a.  for plaintiff (*name each*):

and against defendant (*name each*):

Continued on *Attachment 3a* (form MC-025).

b.  for defendant (*name each*):

4.  Plaintiff     Defendant    is entitled to possession of the premises located at (*street address, apartment, city, and county*):

5.  Judgment applies to all occupants of the premises including tenants, subtenants if any, and named claimants if any (Code Civ. Proc., §§ 715.010, 1169, and 1174.3).

**6. Amount and terms of judgment**

a.  Defendant named in item 3a above must pay plaintiff on the complaint:

(1)	<input type="checkbox"/> Past-due rent	\$	
(2)	<input type="checkbox"/> Holdover damages	\$	
(3)	<input type="checkbox"/> Attorney fees	\$	
(4)	<input type="checkbox"/> Costs	\$	
(5)	<input type="checkbox"/> Other ( <i>specify</i> ):	\$	
<b>(6) TOTAL JUDGMENT</b>		<b>\$</b>	

b.  Plaintiff is to receive nothing from defendant named in item 3b.

Defendant named in item 3b is to recover costs: \$  
 and attorney fees: \$

c.  The rental agreement is canceled.     The lease is forfeited.

7.  **Conditional judgment.** Plaintiff has breached the agreement to provide habitable premises to defendant as stated in *Judgment—Unlawful Detainer Attachment* (form UD-110S), which is attached.

8.  **Other** (*specify*):

Continued on *Attachment 8* (form MC-025).

Date:  \_\_\_\_\_  
JUDICIAL OFFICER

Date:  Clerk, by \_\_\_\_\_, Deputy

(SEAL)

**CLERK'S CERTIFICATE** (*Optional*)

I certify that this is a true copy of the original judgment on file in the court.

Date:

Clerk, by \_\_\_\_\_, Deputy

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number and address):      TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): <input type="checkbox"/> ATTORNEY FOR <input type="checkbox"/> JUDGMENT CREDITOR <input type="checkbox"/> ASSIGNEE OF RECORD	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF:  DEFENDANT:	
<b>WRIT OF</b> <input type="checkbox"/> EXECUTION (Money Judgment) <input type="checkbox"/> POSSESSION OF <input type="checkbox"/> Personal Property <input type="checkbox"/> Real Property <input type="checkbox"/> SALE	CASE NUMBER:

**1. To the Sheriff or Marshal of the County of:**

You are directed to enforce the judgment described below with daily interest and your costs as provided by law.

**2. To any registered process server:** You are authorized to serve this writ only in accord with CCP 699.080 or CCP 715.040.

**3. (Name):**

is the  judgment creditor    assignee of record   whose address is shown on this form above the court's name.

**4. Judgment debtor (name and last known address):**


Additional judgment debtors on next page

**5. Judgment entered on (date):**

**Judgment renewed on (dates):**

**7. Notice of sale** under this writ

- a.  has not been requested.
- b.  has been requested (see next page).

**8.  Joint debtor information on next page.**

[SEAL]

- 9.  See next page for information on real or personal property to be delivered under a writ of possession or sold under a writ of sale.
- 10.  This writ is issued on a sister-state judgment.
- 11. Total judgment . . . . . \$
- 12. Costs after judgment (per filed order or memo CCP 685.090) . . . . . \$
- 13. Subtotal (add 11 and 12) . . . . . \$ \_\_\_\_\_
- 14. Credits . . . . . \$ \_\_\_\_\_
- 15. Subtotal (subtract 14 from 13) . . . . . \$ \_\_\_\_\_
- 16. Interest after judgment (per filed affidavit CCP 685.050) (not on GC 6103.5 fees) . . . \$
- 17. Fee for issuance of writ . . . . . \$
- 18. **Total (add 15, 16, and 17)** . . . . . \$ \_\_\_\_\_
- 19. Levying officer:
  - (a) Add daily interest from date of writ (at the legal rate on 15) (not on GC 6103.5 fees) of. . . . . \$
  - (b) Pay directly to court costs included in 11 and 17 (GC 6103.5, 68511.3; CCP 699.520(i)) . . . . . \$
- 20.  The amounts called for in items 11–19 are different for each debtor. These amounts are stated for each debtor on Attachment 20.

Issued on (date): _____	Clerk, by _____, Deputy
<b>NOTICE TO PERSON SERVED: SEE NEXT PAGE FOR IMPORTANT INFORMATION.</b>	

PLAINTIFF:	CASE NUMBER:
DEFENDANT:	

— Items continued from page 1—

21.  **Additional judgment debtor** (*name and last known address*):

22.  **Notice of sale** has been requested by (*name and address*):

23.  **Joint debtor** was declared bound by the judgment (CCP 989–994)

a. on (*date*):

b. name and address of joint debtor:

c.  additional costs against certain joint debtors (*itemize*):

24.  (*Writ of Possession or Writ of Sale*) **Judgment** was entered for the following:
- a.  Possession of real property: The complaint was filed on (*date*):
- (Check (1) or (2)):**
- (1)  The Prejudgment Claim of Right to Possession was served in compliance with CCP 415.46. The judgment includes all tenants, subtenants, named claimants, and other occupants of the premises.
- (2)  The Prejudgment Claim of Right to Possession was NOT served in compliance with CCP 415.46.
- (a) \$ \_\_\_\_\_ was the daily rental value on the date the complaint was filed.
- (b) The court will hear objections to enforcement of the judgment under CCP 1174.3 on the following dates (*specify*):
- b.  Possession of personal property.  
 If delivery cannot be had, then for the value (*itemize in 9e*) specified in the judgment or supplemental order.
- c.  Sale of personal property.
- d.  Sale of real property.
- e. Description of property:

#### NOTICE TO PERSON SERVED

WRIT OF EXECUTION OR SALE. Your rights and duties are indicated on the accompanying *Notice of Levy* (Form EJ-150).

WRIT OF POSSESSION OF PERSONAL PROPERTY. If the levying officer is not able to take custody of the property, the levying officer will make a demand upon you for the property. If custody is not obtained following demand, the judgment may be enforced as a money judgment for the value of the property specified in the judgment or in a supplemental order.

WRIT OF POSSESSION OF REAL PROPERTY. If the premises are not vacated within five days after the date of service on the occupant or, if service is by posting, within five days after service on you, the levying officer will remove the occupants from the real property and place the judgment creditor in possession of the property. Except for a mobile home, personal property remaining on the premises will be sold or otherwise disposed of in accordance with CCP 1174 unless you or the owner of the property pays the judgment creditor the reasonable cost of storage and takes possession of the personal property not later than 15 days after the time the judgment creditor takes possession of the premises.

► *A Claim of Right to Possession form accompanies this writ (unless the Summons was served in compliance with CCP 415.46).*