



Judicial Council of California

455 Golden Gate Avenue · San Francisco, California 94102-3688

www.courts.ca.gov

REPORT TO THE JUDICIAL COUNCIL

Item No.: 25-086

For business meeting on April 25, 2025

Title

Rules and Forms: Miscellaneous Technical Changes

Report Type

Action Required

Effective Date

July 1, 2025

Date of Report

March 19, 2025

Contact

James Barolo, 415-865-8928

james.barolo@jud.ca.gov

Rules, Forms, Standards, or Statutes Affected

Amend rules 3.906, 3.1700, and 7.550; revise forms CIV-050, EJ-140-INFO/SC-136-INFO, GC-367, INT-140, JV-239, JV-249, SC-104C, SC-105, SC-105A, SC-108, SC-108A, SC-112A, SC-120, SC-150, SC-152, SC-200-INFO, SC-222, SC-223, SC-225, SC-290, and WV-610

Recommended by

Judicial Council staff

James Barolo, Supervising Attorney
Legal Services

Executive Summary

Various members of the judicial branch, members of the public, and Judicial Council staff have identified errors in the California Rules of Court and in Judicial Council forms resulting from input errors, as well as minor changes needed to conform to changes in law or previous council actions. Judicial Council staff recommend making the necessary corrections to ensure that the forms conform to the law and to avoid causing confusion for court users, clerks, and judicial officers.

Recommendation

Judicial Council staff recommend that the council, effective July 1, 2025:

1. Amend rule 3.906 of the California Rules of Court to correct a rules reference that was not updated when the rule was previously renumbered and reorganized and to correct a minor punctuation error.
2. Amend rule 3.1700 to correct a reference to the Code of Civil Procedure that was not updated when the code was amended and paragraph numbers were changed.
3. Amend rule 7.550(b)(8) and (9) to correct grammar and punctuation.
4. Revise *Statement of Damages (Personal Injury or Wrongful Death)* (form CIV-050) to correct the spelling of “society” in item 1d and to conform the citations in the form to the council’s style.
5. Revise *Information on Debtor’s Examinations Regarding Consumer Debt* (form EJ-140-INFO/SC-136-INFO) to replace “judgment debtor” with “judgment creditor” on page 7 and to update links in the form.
6. Revise *Provisional Order Accepting Transfer (California Conservatorship Jurisdiction Act)* (form GC-367) to delete the hyphen in “e-mail” in the caption and replace the cross-reference to “7” with “11” in item 10.
7. Revise *Temporary Qualification of Noncertified or Nonregistered Spoken Language Interpreter* (form INT-140) to correct the spelling of “Nonregistered” in the caption.
8. Revise *Order on Placement in Short-Term Residential Therapeutic Program or Community Treatment Facility* (form JV-239) to correctly number existing item 12 as item 11 and to conform the citations in the form to the council’s style.
9. Revise *Notice of Court Hearing* (form JV-249) to replace “as” with “has” in the second sentence of the first bullet point at the top of page 3, to update links, and to conform the citations in the form to the council’s style.
10. Revise *How to Serve a Business or Public Entity (Small Claims)* (form SC-104C), *Request for Court Order and Answer* (form SC-105), *Order on Request for Court Order* (form SC-105A), *Request to Correct or Cancel Judgment and Answer (Small Claims)* (form SC-108), *Order on Request to Correct or Cancel Judgment* (form SC-108A), *Proof of Service by Mail (Small Claims)* (form SC-112A), *Defendant’s Claim and ORDER to Go to Small Claims Court* (form SC-120), *Request to Postpone Trial (Small Claims)* (form SC-150), *Order on Request to Postpone Trial (Small Claims)* (form SC-152), *What to Do After the Court Decides Your Small Claims Case* (form SC-200-INFO), *Order on Request to Make Payments (Small Claims)* (form SC-222), *Declaration of Default in Payment of Judgment* (form SC-223), *Order on Declaration of Default in Payments* (form SC-225), and *Acknowledgment of Satisfaction of Judgment* (form SC-290) to update links, remove references to webpages that no longer exist, and make other minor formatting changes.

11. Revise *Notice of Hearing on Request to Modify/Terminate Workplace Violence Restraining Order* (form WV-610) to include an “a” before the first subitem of item 4.

The revised rules and forms are attached at pages 4–49.

Relevant Previous Council Action

The Judicial Council has acted on these rules and forms previously. This proposal addresses minor corrections of items that were inadvertently or incorrectly included in the prior action.

Analysis/Rationale

The changes to these rules and forms are technical in nature and necessary to correct inadvertent errors or incorrect references. They are needed to ensure that the rules and forms are correct and conform to the law.

Policy implications

There are no policy implications to this proposal.

Comments

Public comments were not solicited for this proposal because the recommendation is within the Judicial Council’s purview to approve without circulation.

Alternatives considered

None.

Fiscal and Operational Impacts

Operational impacts are expected to be minor. The proposed revisions may result in reproduction costs if courts provide hard copies of any of the forms recommended for revision. Because the proposed changes are technical corrections, case management systems are unlikely to need updating to implement them.

Attachments and Links

1. Cal. Rules of Court, rules 3.906, 3.1700, and 7.550, at pages 4–5
2. Forms CIV-050, EJ-140-INFO/SC-136-INFO, GC-367, INT-140, JV-239, JV-249, SC-104C, SC-105, SC-105A, SC-108, SC-108A, SC-112A, SC-120, SC-150, SC-152, SC-200-INFO, SC-222, SC-223, SC-225, SC-290, and WV-610, at pages 6–49

Rules 3.906, 3.1700, and 7.550 of the California Rules of Court are amended, effective July 1, 2025, to read:

Rule 3.906. Motion to withdraw stipulation

(a) Good cause requirement

A motion to withdraw a stipulation for the appointment of a referee must be supported by a declaration of facts establishing good cause for permitting the party to withdraw the stipulation. The following do not constitute good cause for withdrawing a stipulation:

(1) A declaration that a ruling is based on an error of fact or law.

(2) The issuance of an order for an appropriate hearing site under rule ~~3.910~~ 3.931(c).

(b) Service, filing, and hearing of motion

* * *

Rule 3.1700. Prejudgment costs

(a) * * *

(b) Contesting costs

(1) Striking and taxing costs

Any notice of motion to strike or to tax costs must be served and filed 15 days after service of the cost memorandum. If the cost memorandum was served by mail, the period is extended as provided in Code of Civil Procedure section 1013. If the cost memorandum was served electronically, the period is extended as provided in Code of Civil Procedure section ~~1010.6(a)(4)~~ 1010.6(a)(3).

(2)–(4) * * *

Rule 7.550. Effect of waiver of account

(a) * * *

1 **(b) Information required in report on waiver of account**
2

3 The report required when an account has been waived must list the information
4 required by law, including information as to:

5
6 (1)–(7) * * *

7
8 (8) The amount of any fees or commissions paid or to be paid; and
9

10 (9) The calculation of such fees or commissions as described in rule 7.705; ~~and~~
11
12

TELEPHONE NO.:	FOR COURT USE ONLY
ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address):	DRAFT 2025-02-24 Not approved by the Judicial Council
ATTORNEY FOR (name):	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF: DEFENDANT:	
STATEMENT OF DAMAGES (Personal Injury or Wrongful Death)	CASE NUMBER:

To (name of one defendant only):

Plaintiff (name of one plaintiff only):

seeks damages in the above-entitled action, as follows:

1. **General damages**

AMOUNT

- | | | |
|---|----|-------|
| a. <input type="checkbox"/> Pain, suffering, and inconvenience | \$ | _____ |
| b. <input type="checkbox"/> Emotional distress. | \$ | _____ |
| c. <input type="checkbox"/> Loss of consortium | \$ | _____ |
| d. <input type="checkbox"/> Loss of society and companionship (wrongful death actions only) | \$ | _____ |
| e. <input type="checkbox"/> Other (specify) | \$ | _____ |
| f. <input type="checkbox"/> Other (specify) | \$ | _____ |
| g. <input type="checkbox"/> Continued on Attachment 1.g. | | |

2. **Special damages**

- | | | |
|--|----|-------|
| a. <input type="checkbox"/> Medical expenses (to date) | \$ | _____ |
| b. <input type="checkbox"/> Future medical expenses (present value) | \$ | _____ |
| c. <input type="checkbox"/> Loss of earnings (to date) | \$ | _____ |
| d. <input type="checkbox"/> Loss of future earning capacity (present value) | \$ | _____ |
| e. <input type="checkbox"/> Property damage | \$ | _____ |
| f. <input type="checkbox"/> Funeral expenses (wrongful death actions only) | \$ | _____ |
| g. <input type="checkbox"/> Future contributions (present value) (wrongful death actions only) | \$ | _____ |
| h. <input type="checkbox"/> Value of personal service, advice, or training (wrongful death actions only) | \$ | _____ |
| i. <input type="checkbox"/> Other (specify) | \$ | _____ |
| j. <input type="checkbox"/> Other (specify) | \$ | _____ |
| k. <input type="checkbox"/> Continued on Attachment 2.k. | | |

3. ☐ **Punitive damages:** Plaintiff reserves the right to seek punitive damages in the amount of (specify).. \$ _____
when pursuing a judgment in the suit filed against you.

Date:

(TYPE OR PRINT NAME)



(SIGNATURE OF PLAINTIFF OR ATTORNEY FOR PLAINTIFF)

(Proof of service on reverse)

Page 1 of 2

PLAINTIFF: DEFENDANT:	CASE NUMBER:
--------------------------	--------------

PROOF OF SERVICE

(After having the other party served as described below, with any of the documents identified in item 1, have the person who served the documents complete this Proof of Service. Plaintiff cannot serve these papers.)

1. I served the
 - a. ☐ Statement of Damages ☐ Other (specify):
 - b. on (name):
 - c. by serving ☐ defendant ☐ other (name and title or relationship to person served):
 - d. ☐ by delivery ☐ at home ☐ at business
 - (1) date:
 - (2) time:
 - (3) address:
 - e. ☐ by mailing
 - (1) date:
 - (2) place:
2. Manner of service (check proper box):
 - a. ☐ **Personal service.** By personally delivering copies. (Code Civ. Proc., § 415.10.)
 - b. ☐ **Substituted service on corporation, unincorporated association (including partnership), or public entity.** By leaving, during usual office hours, copies in the office of the person served with the person who apparently was in charge and thereafter mailing (by first-class mail, postage prepaid) copies to the person served at the place where the copies were left. (Code Civ. Proc., § 415.20(a).)
 - c. ☐ **Substituted service on natural person, minor, conservatee, or candidate.** By leaving copies at the dwelling house, usual place of abode, or usual place of business of the person served in the presence of a competent member of the household or a person apparently in charge of the office or place of business, at least 18 years of age, who was informed of the general nature of the papers, and thereafter mailing (by first-class mail, postage prepaid) copies to the person served at the place where the copies were left. (Code Civ. Proc., § 415.20(b).) **(Attach separate declaration or affidavit stating acts relied on to establish reasonable diligence in first attempting personal service.)**
 - d. ☐ **Mail and acknowledgment service.** By mailing (by first-class mail or airmail, postage prepaid) copies to the person served, together with two copies of the form of notice and acknowledgment and a return envelope, postage prepaid, addressed to the sender. (Code Civ. Proc., § 415.30.) **(Attach completed acknowledgment of receipt.)**
 - e. ☐ **Certified or registered mail service.** By mailing to an address outside California (by first-class mail, postage prepaid, requiring a return receipt) copies to the person served. (Code Civ. Proc., § 415.40.) **(Attach signed return receipt or other evidence of actual delivery to the person served.)**
 - f. ☐ Other (specify code section):
☐ additional page is attached.

3. At the time of service I was at least 18 years of age and not a party to this action.

4. Fee for service: \$

5. Person serving:

- a. ☐ California sheriff, marshal, or constable
- b. ☐ Registered California process server
- c. ☐ Employee or independent contractor of a registered California process server
- d. ☐ Not a registered California process server
- e. ☐ Exempt from registration under Business and Professions Code section 22350(b)

f. Name, address, and telephone number and, if applicable, county of registration and number:

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

(For California sheriff, marshal, or constable use only)
I certify that the foregoing is true and correct.

Date:

Date:



(SIGNATURE)



(SIGNATURE)

EJ-140-INFO/SC-136-INFO**Information on Debtor's Examinations Regarding Consumer Debt****GENERAL INFORMATION**

The process described in this information sheet applies when a judgment awarded on or after January 1, 2025, concerns consumer debt. The judgment can be awarded in a small claims case or another type of civil case. This information sheet tells the judgment creditor (the person or business that won the case and is owed money) how to ask for a debtor's examination in a case where the judgment concerns consumer debt. It also tells the judgment debtor (the person or business that owes the money) how they can respond to that request by providing written information instead of going to court. ([Code Civ. Proc., § 708.111.](#))

If the judgment is not for consumer debt or was not awarded on or after January 1, 2025, do not use the forms or procedures that are described in this information sheet.

Go to selfhelp.courts.ca.gov/civil-lawsuit/judgment for information on collecting and paying money judgments.

① How can I tell if a judgment concerns consumer debt?

Consumer debt means debt for money, property, insurance, or services that are primarily for personal, family, or household purposes. Consumer debt **does not include** rental debt; judgments for unpaid wages, damages, or penalties owed to an employee; or debts incurred due to, or obtained by, tortious or fraudulent conduct.

Look at the judgment issued by the court to find out if it concerns consumer debt:

- **Small Claims Cases:** If you received *Notice of Entry of Judgment* (form SC-130 or SC-200), the form will say the judgment includes an amount “concerning consumer debt (Code Civ. Proc., § 708.111).” Look at item 10 on form SC-130 or item 9 on form SC-200.
- **Other Civil Cases:** If you received *Judgment* (form JUD-100), item 7 will say the judgment includes an amount “concerning consumer debt (Code Civ. Proc., § 708.111).” If the judgment was not issued on a Judicial Council form, you will need to figure out if the judgment includes an amount that concerns consumer debt.

② What is a debtor's examination?

When the final court order at the end of a lawsuit (the judgment) orders one person or business to pay money to another person or business, sometimes the judgment creditor wants information to help them collect it (enforce the judgment). The judgment creditor can ask the court to order the judgment debtor to come to court and give information under oath about what they earn (income) or own (assets). This is called a “debtor’s examination.” This information can help the judgment creditor find out whether they can take the money they are owed from the judgment debtor’s income or assets.

③ How do I use this information sheet?

- **Judgment Creditors:** If the court ordered the other party to pay you money, you are the **judgment creditor**. This information sheet explains how you can ask the court to order a debtor’s examination and respond if the judgment creditor gives their financial information in writing:
 - Which form should I use to ask for a debtor’s examination? Read ④ .
 - How do I complete, file, and serve the form to ask for a debtor’s examination? Read ⑤ and ⑥ .
 - How do I respond to *Notice of Financial Statement—Consumer Debt* (form EJ-143)? Read ⑦–⑩ .
- **Judgment Debtors:** If the court ordered you to pay money to the other party, you are the **judgment debtor**. This information sheet describes how to respond to forms you receive from the judgment creditor:
 - What do I do if I receive form EJ-141 or form SC-136? Read ⑫ .
 - How do I provide my financial information in writing? Read ⑬–⑰ .
 - What do I do if I receive *Notice of Motion and Motion to Require Examination—Consumer Debt* (form EJ-146)? Read ⑱ .
 - What do I do if I receive *Application and Order to Require Examination After Submission of Financial Statement* (form EJ-147)? Read ⑲ .
 - If you have a disability or need help to understand English, read page 8.



**INFORMATION FOR
THE JUDGMENT CREDITOR**

This part of the information sheet is for the judgment creditor (the person or business who won the case and is owed money) in a case concerning consumer debt. It tells them how to ask for a debtor's examination.

4 Which form should I use to ask for a debtor's examination in my case?

If your case is **not** a small claims case and you want to ask the court to order a debtor's examination, complete *Application and Order to Appear for Examination—Consumer Debt* (form [EJ-141](#)).

If your case is a **small claims case**, you can use either form EJ-141 or *Application and Order to Produce Financial Statement or Appear for Examination—Consumer Debt* (form [SC-136](#)):

- Use form SC-136 if the judgment debtor has not sent you a completed *Judgment Debtor's Statement of Assets* (form SC-133) and you want the court to require them to do so. The judgment debtor must send you form SC-133 if they do not pay within 30 days after the court clerk mailed or handed them the *Notice of Entry of Judgment* (form SC-130 or SC-200). Form SC-136 requires the judgment debtor to personally appear in court with a completed form SC-133 and answer questions about their money and property.
- If you want the judgment debtor to come to court for a debtor's examination, and you do not wish to enforce your right to receive form SC-133, or you already received form SC-133, then use form EJ-141.

If the court has previously ordered the judgment debtor to appear for examination and you want to ask for another examination date, read item (11).

Use *Application and Order for Appearance and Examination* (form AT-138/EJ-125), and do **not** use form EJ-141 or SC-136, if:

- You want to ask for a debtor's examination and the judgment is **not** for consumer debt, **or**
- You want to ask for an examination of someone who is not the judgment debtor, even if the judgment is for consumer debt.

5 How do I complete and file form EJ-141 or form SC-136?

To complete *Application and Order to Appear for Examination—Consumer Debt* (form EJ-141) or *Application and Order to Produce Financial Statement or Appear for Examination—Consumer Debt* (form SC-136), follow these steps:

- Fill out item 1 (the judgment debtor's name) on page 1 and all the items in the "Application for This Order" section on page 2 of the form.
- Contact the court clerk about setting a hearing date, time, and location. When setting the hearing date, make sure you will have enough time to serve the form, as explained in item (6). Enter the hearing date, time, and location you received from the clerk in the "Hearing Date" section on page 1.
- Sign and date the form.
- Make at least one copy of the completed form for your records. You will need to bring a copy with you to the hearing.

After you complete form EJ-141 or form SC-136, file the completed original form with the court. You must pay a filing fee unless you are eligible for a fee waiver.

6 How do I serve form EJ-141 or form SC-136?

Serve (give) a copy of completed form EJ-141 or SC-136 on the judgment debtor by following the steps below. The order for the judgment debtor to come to court for an examination cannot be enforced unless you complete all these steps:

- The form must be served at least **30 days** before the date of the examination.
- Have a copy of the form served on the judgment debtor in person by a sheriff, marshal, or registered process server. If you are using form EJ-141, the form can also be served by the person appointed in item 3 of that form.
- You must file the original proof of service with the court. Ask your court if they have a deadline for filing the proof of service. For more information about serving and proof of service, read selfhelp.courts.ca.gov/civil-lawsuit/judgment/collect/ask-debtor-exam-consumer-debt.



If you want to ask the sheriff to serve your form, you can use *Request for Sheriff to Serve Court Papers* (form [SER-001](#)). If you were given a fee waiver in the case, the sheriff will serve the papers for you at no cost.

When serving form EJ-141 or form SC-136 on the judgment debtor, you must include blank copies of all the following forms:

- *Information on Debtor's Examinations Regarding Consumer Debt* (form [EJ-140-INFO/SC-136-INFO](#)),
- *Financial Statement—Consumer Debt* (form [EJ-144](#)),
- *Notice of Financial Statement—Consumer Debt* (form [EJ-143](#)),
- *Exemptions From the Enforcement of Judgments* (form [EJ-155](#)), and
- *Current Dollar Amounts of Exemptions From Enforcement of Judgments* (form [EJ-156](#)).

7 What do I do if I receive *Notice of Financial Statement—Consumer Debt* (form EJ-143)?

The judgment debtor does not have to appear at the scheduled debtor's examination if they respond to your request by filing *Notice of Financial Statement—Consumer Debt* (form EJ-143) with the court and serving you with a copy of that form and a completed *Financial Statement—Consumer Debt* (form EJ-144) no later than 15 days before the examination.

If the judgment debtor checked item 2 on *Notice of Financial Statement—Consumer Debt* (claiming that all of their money and property are exempt from enforcement of judgment), the court will cancel the scheduled debtor's examination. If after reading *Financial Statement—Consumer Debt* you still want to hold a debtor's examination, you can complete, serve, and file *Notice of Motion and Motion to Require Examination—Consumer Debt* (form [EJ-146](#)).

8 How do I complete *Notice of Motion and Motion to Require Examination—Consumer Debt* (form EJ-146)?

Notice of Motion and Motion to Require Examination—Consumer Debt (form EJ-146) asks the court to order the judgment debtor to come to court for an examination even though they provided *Financial Statement—Consumer Debt* (form EJ-144).

You will need to complete your *Notice of Motion and Motion to Require Examination—Consumer Debt* in time to file it with the court no more than **15 days** after the judgment debtor filed *Notice of Financial Statement—Consumer Debt* (form EJ-143).

To complete *Notice of Motion and Motion to Require Examination—Consumer Debt*, follow these steps:

- Contact the clerk of the court about setting a hearing date, time, and place. When setting the hearing date, make sure you will have enough time to serve form EJ-146, as explained in item 9.
- Complete items 1–7 on *Notice of Motion and Motion to Require Examination—Consumer Debt*. In item 7, explain why you think an examination of the judgment debtor is needed even though they provided a financial statement.
- If the judgment you are trying to enforce concerns debt secured by real property or personal property, complete items 8 and 9.
- If you do not wish to appear at the hearing on your motion, check the box in item 10. If you do not appear, the court will decide based on your *Notice of Motion and Motion to Require Examination—Consumer Debt*, the judgment debtor's *Financial Statement—Consumer Debt*, and the arguments the judgment debtor makes at the hearing.
- Sign and date the form. If you have an attorney, they must also sign and date the form.
- Make a copy of the completed form to serve on the judgment debtor.
- Make at least one copy of the completed form for your records. If you appear at the hearing, you will need to bring a copy of the completed form with you.



9 How do I serve and file form EJ-146?

After you complete *Notice of Motion and Motion to Require Examination—Consumer Debt* (form EJ-146), serve (give) a copy of the completed form on the judgment debtor by following these steps:

- Someone who is not one of the people involved in the lawsuit must serve the papers on the judgment debtor.
- *Notice of Motion and Motion to Require Examination—Consumer Debt* must be served at least **16 court days** before the hearing if it is personally served. If the notice is sent by fax, express mail, or other method of overnight delivery, the 16-court-day period is increased by 2 calendar days. If the notice is served by mail from and to an address within California, the 16-court-day period is increased by 5 calendar days. Electronic service may be allowed (consent is required before electronically serving the judgment debtor if they do not have an attorney) and extends the time for service by 2 court days. For more information on the time to serve the notice and electronic service, read Code of Civil Procedure sections [708.111\(d\)\(3\)](#), [1005](#), and [1010.6](#) (available at leginfo.legislature.ca.gov).
- Have the server fill out and sign a proof of service. Proof of service forms are available at courts.ca.gov/rules-forms/find-your-court-forms.

In addition to serving form EJ-146, you must also file the completed original form by following these steps:

- File the completed original *Notice of Motion and Motion to Require Examination—Consumer Debt* with your original signature. You must pay a filing fee unless you are eligible for a fee waiver.
- Include a copy of the judgment debtor's completed *Financial Statement—Consumer Debt* (form EJ-144) with your filing.
- File *Notice of Motion and Motion to Require Examination—Consumer Debt* and the copy of the judgment debtor's *Financial Statement—Consumer Debt* with the court no more than **15 days** after the judgment debtor filed *Notice of Financial Statement—Consumer Debt* (form EJ-143).
- You must file the original proof of service with the court. Ask your court if they have a deadline for filing the proof of service.

If you go to the hearing on your motion for examination, bring a completed copy of form EJ-146 and a copy of the judgment debtor's *Financial Statement—Consumer Debt* (form EJ-144). You should also bring a copy of *Application and Order to Require Examination After Submission of Financial Statement—Consumer Debt* (form [EJ-147](#)). Complete all of form EJ-147 except for the hearing date and time on page 1. If the court grants your motion for an examination, the judicial officer may want to sign form EJ-147 at the hearing to schedule the examination.

10 What do I do after the hearing on my motion to require examination?

If the court has heard your motion to require examination and ruled that the judgment debtor must appear for an examination, you must complete and file *Application and Order to Require Examination After Submission of Financial Statement—Consumer Debt* (form [EJ-147](#)) to schedule the examination ordered by the court. There is no fee to file form EJ-147.

You must serve form EJ-147 on the judgment debtor at least **30 days** before the date of the hearing. You can serve form EJ-147 by mail. Electronic service may be allowed (consent is required before electronically serving the judgment debtor if they do not have an attorney; read Code of Civil Procedure section [1010.6](#) for more information on electronic service). Personal service is not required.

11 What if I want to ask for another examination of the judgment debtor?

If the court ordered the judgment debtor to come to court for an examination after you filed *Application and Order to Appear for Examination—Consumer Debt* (form EJ-141) or *Application and Order to Produce Financial Statement or Appear for Examination—Consumer Debt* (form SC-136) and then the examination is canceled for any reason, you cannot file another application to examine that judgment debtor until one year from the date you filed your previous application.

To ask for a second examination of the judgment debtor, use form EJ-141. Do not use form SC-136.

**INFORMATION FOR
THE JUDGMENT DEBTOR**

This part of the information sheet is for the judgment debtor (the person or business who lost the case and owes money) in a case concerning consumer debt. It tells them how they can respond to an order to appear in court to answer questions about money they earn and property they own.

12 What do I do if I receive form EJ-141 or form SC-136?

If you receive *Application and Order to Appear for Examination—Consumer Debt* (form EJ-141) or *Application and Order to Produce Financial Statement or Appear for Examination—Consumer Debt* (form SC-136), you must either appear in court for the examination at the time and place listed in item 2 on that form **or** provide your financial information in writing (see steps below) to the judgment creditor. You do not have to appear in court for the examination if you provide your financial information in writing to the judgment creditor and file a notice with the court no later than 15 days before the examination.

If you do not appear in court for the examination or provide your financial information in writing, the court may make you pay the judgment creditor's reasonable attorney's fees and costs.

13 How do I provide my financial information in writing?

To provide your financial information in writing to the judgment creditor, follow these steps:

- Complete and serve *Financial Statement—Consumer Debt* (form [EJ-144](#)) as explained in **14** and **15**. A copy of this form should have been included with the form EJ-141 or form SC-136 you received from the judgment creditor.
- Complete, serve, and file *Notice of Financial Statement—Consumer Debt* (form [EJ-143](#)) and the proof of service for form EJ-144, as explained in **16**. A copy of form EJ-143 should have been included with the form EJ-141 or form SC-136 you received from the judgment creditor.

You can also get copies of forms EJ-143 and EJ-144 from courts.ca.gov/rules-forms/find-your-court-forms or the self-help center at your local court.

14 How do I complete *Financial Statement—Consumer Debt* (form EJ-144)?

To complete *Financial Statement—Consumer Debt* (form EJ-144), follow these steps:

- Read the entire form to see the information it asks for.
- Do not include bank account numbers or other account numbers on the form.
- To fill out items 1 and 2, decide if any of your income or assets are exempt (cannot be collected by a judgment creditor). (Read **15**, “How do I figure out if my income or assets are exempt?”)
- Fill out the other items on the form. If you checked the box in item 2 (indicating that some or all of your money or property is exempt because it is needed to support you, your spouse, or persons who depend on you and your spouse for support), you will need to provide information about your spouse or dependents in some items on the form. The instructions for each item will tell you if you need to do so.
- Sign and date the form.
- If you checked the box in item 2, your spouse must also sign and date the form, unless you and your spouse live separate and apart.
- Make at least one copy of the completed form to keep for your records. You will need to bring a completed copy of the form with you if you are ordered to appear in court. (Read item **17**, “What happens after I provide my financial information in writing?”)

After you complete form EJ-144, you must serve (give) the original signed form EJ-144 on the judgment creditor **no later than 15 days** before the examination (the date and time listed in item 2 on the form EJ-141 or form SC-136 you received from the judgment creditor).

Do not file form EJ-144 with the court.

Before serving form EJ-144, read item **16**, “How do I complete *Notice of Financial Statement—Consumer Debt* (form EJ-143).” The instructions for serving form EJ-144 are the same as for serving form EJ-143, and you can serve forms EJ-143 and EJ-144 at the same time.



15 How do I figure out if my income or assets are exempt?

Some types of money you earn (income) and money and property you own (assets) are exempt, meaning they cannot be collected by a judgment creditor.

To figure out if any of your money or property is exempt, read *Exemptions From the Enforcement of Judgments* (form [EJ-155](#)). A copy of this form should be included with the form EJ-141 or form SC-136 you received from the judgment creditor. You can also get a copy of this form from courts.ca.gov/rules-forms/find-your-court-forms or from the self-help center at your local court.

Form EJ-155 lists different kinds of money and property that are exempt. You will need to look for each type of money and property you have in the list. Not all types of money and property are exempt, so some of the money or property you have might not be listed on form EJ-155.

If any of your money or property is listed on form EJ-155, you will need to figure out how much of it is exempt. For some types of money and property, only a specific dollar amount is exempt. For other types, the entire amount or value is exempt. And for other types, the exempt amount depends on your situation.

To figure out the exempt amount of each type of money and property you have, read *Current Dollar Amounts of Exemptions From Enforcement of Judgments* (form EJ-156). A copy of this form should be included with the form EJ-141 or form SC-136 you received from the judgment creditor. You can also get a copy of this form from courts.ca.gov/rules-forms/find-your-court-forms or from the self-help center at your local court.

Form EJ-156 lists the exempt amounts for some types of money and property. If the money or property you have is not listed on form EJ-156, then you will need to read the specific law (the code and section number) listed for that type of money or property on form EJ-155. For example, form EJ-155 lists Code of Civil Procedure (CCP) section 704.070 as the code and section number for “cash.”

You can get a copy of the California laws listed on form EJ-155 at leginfo.ca.gov. The sections of the United States Code that provide exemptions (shown as “USC” on form EJ-155) can be found at uscode.house.gov/.

Some types of money and property are exempt if they are needed to support the basic needs of you and your family. The law for these types will say they are “exempt to the extent necessary for the support of the judgment debtor and the spouse and dependents of the judgment debtor.” Under those laws, the exempt amount is the amount needed to support your basic needs and the basic needs of your spouse or anyone who depends on you or your spouse for support.

After you have figured out if any of your money or property is exempt, complete items 1 and 2 on the *Financial Statement—Consumer Debt* (form EJ-144):

- If none of your money or property is exempt, check box 1a.
- If all of your money or property is exempt, check box 1b.
- If some, but not all, of your money or property is exempt, check box 1c.
- If any of your money or property is exempt because it is needed to support the basic needs of you and your family, check the box in item 2.

16 How do I complete *Notice of Financial Statement—Consumer Debt* (form EJ-143)?

Do not fill out *Notice of Financial Statement—Consumer Debt* (form EJ-143) until after you complete *Financial Statement—Consumer Debt* (form EJ-144).

To complete *Notice of Financial Statement—Consumer Debt*, follow these steps:

- Enter the name and address of the judgment creditor. You can use the address the judgment creditor provided on form EJ-141 or form SC-136.
- In item 1, enter the date, time, and location of the examination scheduled by the court. This is the information listed in item 2 on the form EJ-141 or SC-136 that you received from the judgment creditor.



- Check the box in item 2 if you also checked box 1b on your *Financial Statement—Consumer Debt* (form EJ-144), which says that all of your income and assets are exempt.
- Make a copy of the completed form to serve on (give to) the judgment creditor.
- Make at least one copy of the completed form for your records. You will need to bring a completed copy of the form with you if you are ordered to appear in court. (Read ⑰, “What happens after I provide my financial information in writing?”)
- Serve (give) a copy of the completed *Notice of Financial Statement—Consumer Debt* (form EJ-143) on the judgment creditor. Form EJ-143 can be served by mail. Electronic service may be allowed (consent is required before electronically serving the judgment creditor if they do not have an attorney; read Code of Civil Procedure section 1010.6 for more information on electronic service). You can serve form EJ-143 at the same time as form EJ-144.
- Someone who is not one of the people involved in the lawsuit must serve the papers if they are served personally or by mail. Have the server fill out and sign a proof of service. Proof of service forms are available at courts.ca.gov/rules-forms/find-your-court-forms.
- File completed form EJ-143 with the court. You must file the completed original form EJ-143 with your original signature. When you file EJ-143, you must also file the completed original proof of service for form EJ-144. If you file forms EJ-143 and EJ-144 at the same time, you can use the same proof of service for both.
- If you have a separate proof of service for form EJ-143, you must file that proof of service with the court. Ask your court if there is a filing deadline.

You must file form EJ-143 and the proof of service for form EJ-144 **no later than 15 days** before the date of the examination (shown in item 2 of the form EJ-141 or form SC-136 you received from the judgment creditor). If you do not file form EJ-143 and the proof of service for form EJ-144 by this deadline, you must attend the examination at the time and place listed in item 2 on *Application and Order to Appear for Examination—Consumer Debt* (form EJ-141) or *Application and Order to Produce Financial Statement or Appear for Examination—Consumer Debt* (form SC-136).

⑰ What happens after I provide my financial information in writing?

If you served and filed *Notice of Financial Statement—Consumer Debt* (form EJ-143) and a proof of service for *Financial Statement—Consumer Debt* (form EJ-144) no later than 15 days before the date of the examination, you do not have to appear for the examination at the time and place listed in item 2 on *Application and Order to Appear for Examination—Consumer Debt* (form EJ-141) or *Application and Order to Produce Financial Statement or Appear for Examination—Consumer Debt* (form SC-136).

If you checked item 2 on form EJ-143, the court will cancel the examination. If the court cancels the examination, the judgment creditor can object by filing *Notice of Motion and Motion to Require Examination—Consumer Debt* (form EJ-146).

⑱ What do I do if I receive *Notice of Motion and Motion to Require Examination—Consumer Debt* (form EJ-146)?

Notice of Motion and Motion to Require Examination—Consumer Debt (form EJ-146) asks the court to order you to come to court for an examination even though you have provided your financial information in writing. On that form, the judgment creditor will explain why they think an examination is needed.

The court will hold a hearing at the date and time listed in item 2 on form EJ-146 to decide if an examination is needed. You must appear at the hearing.

The hearing is your opportunity to explain why you think the information on your *Financial Statement—Consumer Debt* (form EJ-144) is enough and why the judgment creditor does not need to ask you questions at an examination. Take a copy of your completed *Notice of Financial Statement—Consumer Debt* (form EJ-143) and *Financial Statement—Consumer Debt* (form EJ-144) with you to the hearing.



19 What do I do if I receive *Application and Order to Require Examination After Submission of Financial Statement—Consumer Debt* (form EJ-147)?

If the court decides that an examination is needed after hearing the judgment creditor's *Notice of Motion and Motion to Require Examination—Consumer Debt* (form EJ-146), you will receive *Application and Order to Require Examination After Submission of Financial Statement—Consumer Debt* (form EJ-147) from the judgment creditor. Form EJ-147 schedules your examination, which is when you appear in court to provide information about your money and property. You must appear on the date and time listed in item 2 on form EJ-147.

At court on the day of the examination, the court will call the case. You will be administered an oath as if you were testifying in court. Then, typically, the court will tell you and the judgment creditor where you can meet privately to conduct the examination. The judgment creditor will ask you questions about your money and property.

If you do not appear at the time and place listed in item 2 on form EJ-147, the court may make you pay the judgment creditor's attorney's fees and costs.

OTHER INFORMATION

This part of the information sheet is for the judgment creditor and the judgment debtor.

20 What if I need help to understand English?

When you file your papers, ask the clerk if a court interpreter is available. You can also use *Request for Interpreter* (form [INT-300](#)) or a local court form or website to request an interpreter. For more information about court interpreters, go to selfhelp.courts.ca.gov/request-interpreter.

21 What if I have a disability?

If you have a disability and need accommodation while you are at court, you can use *Disability Accommodation Request* (form [MC-410](#)) to make your request. You can also ask the ADA Coordinator in your court for help. For more information, see *How to Request a Disability Accommodation for Court* (form [MC-410-INFO](#)).

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: EMAIL ADDRESS: ATTORNEY FOR (name):	FOR COURT USE ONLY DRAFT 022525 Not approved by the Judicial Council
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
CONSERVATORSHIP OF THE <input type="checkbox"/> PERSON <input type="checkbox"/> ESTATE OF (name):	CONSERVATEE
PROVISIONAL ORDER ACCEPTING TRANSFER (California Conservatorship Jurisdiction Act)	CASE NUMBER:

1. The court held a hearing on a petition to accept the transfer of this conservatorship proceeding from (state): (the transferring state) on (date): .
2. The court has read and considered the report of the preliminary investigation conducted under section 2002(d), which was filed on (date): . Based on the report and all other evidence before the court,

THE COURT FINDS THAT:

3. Notice of the hearing was given as required by law.
4. ☐ The California Conservatorship Jurisdiction Act applies to these proceedings. This court has jurisdiction to appoint a conservator, including a temporary conservator, in these proceedings under sections 1993 and 1994 of the Probate Code.
5. ☐ The transfer of the conservatorship proceeding to California would not be contrary to the conservatee's interests.
6. ☐ Under the law of the transferring state, the conservator is eligible for appointment in California.
7. a. ☐ Under California law, the conservator is eligible for appointment in California; or
 b. ☐ Under California law, the conservator is **not** eligible for appointment in California but the petition has identified a person who is willing to serve as conservator and is eligible for appointment in California.
8. A court of record in the transferring state has issued a provisional order transferring this proceeding to California.

THE COURT ORDERS THAT:

9. The petition to accept the transfer of this conservatorship proceeding to California is provisionally granted.
10. The court investigator must complete the investigation required by Probate Code section 1851.1 and report its findings in writing as required under section 1851(b)(1) no fewer than 15 days before the date of the hearing set in item **11**.
11. A hearing is set in this department on (date): , no more than 60 days from the date of this order, to determine whether the conservatorship needs to be modified to conform to California law and to review the conservatorship. The conservatee must attend that hearing unless excused under sections 1825 and 1851.1(c) of the Probate Code.

Date:

(JUDICIAL OFFICER)

INTERPRETER NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: WORK NO.: EMAIL ADDRESS:	FOR COURT USE ONLY DRAFT Not approved by the Judicial Council
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
TEMPORARY QUALIFICATION OF NONCERTIFIED OR NONREGISTERED SPOKEN LANGUAGE INTERPRETER	CASE NUMBER:
This form is used to establish the qualifications of a temporary interpreter for the proceeding listed below. Under California Rules of Court, rule 2.893, if a certified or registered interpreter is unavailable, a temporary interpreter may be used for a single, brief, routine matter before the court to prevent burdensome delay or in other unusual circumstances.	

CASE NAME:**DATE OF PROCEEDING:****TYPE OF PROCEEDING:****LANGUAGE OR LANGUAGES REQUIRED:**

The following questions may be addressed to the noncertified or nonregistered interpreter as voir dire, or the court may have the prospective interpreter answer the questions in writing on this form. All information provided by the temporary interpreter should be considered by the court to determine whether the interpreter may be used to interpret the required languages in the proceeding above.

1. General educationa. *(Check highest level degree attained.)*
☐ N/A (No degree)
 ☐ High school
 ☐ Jr. college
 ☐ University
 ☐ Graduate degree
 ☐ Postgraduate

b. Name of institution:

(1) Degree awarded: Year: Major:

(2) Degree awarded: Year: Major:

2. Language traininga. How did you learn English? *(Write N/A if not interpreting in English):*

b. How did you learn the non-English language or languages to be interpreted?

c. In which languages were you educated?

Language *(specify)*: Elementary Jr. high High school University(1) ☐ ☐ ☐ ☐(2) ☐ ☐ ☐ ☐d. What languages ☐ are ☐ were spoken at home *(specify)*:e. Have you ever been used as an interpreter in a court or administrative hearing? ☐ Yes ☐ No

If yes, please explain:

INTERPRETER (name):	CASE NUMBER:
---------------------	--------------

3. Disqualifications, decertifications, or criminal offenses

- a. Have you had any certifications that have lapsed, or have you been disqualified from interpreting in any court or administrative hearing? ☐ Yes ☐ No

Please provide detail:

- b. What is your relationship to the party? ☐ Acquainted ☐ Related ☐ Do not know party

Please explain or provide detail:

- c. Have you ever been convicted of violating any federal law, state law, county or municipal law, regulation, or ordinance? (*Do not include traffic infractions.*) ☐ Yes ☐ No

If yes, please explain:

TEMPORARY INTERPRETER DECLARATION

I am 18 years of age or older and 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 PROSPECTIVE INTERPRETER)

FINDING OF QUALIFICATION FOR TEMPORARY APPOINTMENT (California Rules of Court, rule 2.893)

THE COURT FINDS

1. No certified or registered interpreter is available, and good cause exists to qualify and appoint a temporary interpreter for this single, brief, and routine matter before the court.
2. The limited English proficient person has been informed of their right to an interpreter and has waived the appointment of a certified or registered interpreter, or an interpreter who could be provisionally qualified.

THE COURT ORDERS that the above-named individual is qualified to interpret in the language or languages specified above and is appointed to interpret in this proceeding. **This order expires at the conclusion of the listed proceeding.**

Date:

(TYPE OR PRINT NAME)

(JUDICIAL OFFICER)

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: EMAIL ADDRESS: ATTORNEY FOR (name):	FOR COURT USE ONLY DRAFT Not approved by the Judicial Council
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
CHILD'S/NONMINOR'S NAME: CHILD'S/NONMINOR'S DATE OF BIRTH:	
Order on Placement in Short-Term Residential Therapeutic Program or Community Treatment Facility	CASE NUMBER:

1. a. ☐ (1) Hearing date: Time: Dept.: Room:
 ☐ (2) Judicial officer:
 ☐ (3) Parties and attorneys present:
- b. ☐ The court reviews the placement without a hearing. The requirements in rule 5.618(f)(1) of the California Rules of Court have been met.
- c. ☐ The court reviews the placement without a hearing after the conditions required by local rule (*specify local rule number*): created under rule 5.618(f)(4) of the California Rules of Court have been met.
2. The court has read and considered the following:
- a. ☐ The report described in **Welfare and Institutions** Code **section** 361.22(c) or **section** 727.12(c) filed on (date):
- b. ☐ *Input on Placement in Short-Term Residential Therapeutic Program or Community Treatment Facility* (form JV-236) filed by: on (date):
- c. ☐ *Input on Placement in Short-Term Residential Therapeutic Program or Community Treatment Facility* (form JV-236) filed by: on (date):
- d. ☐ CASA report dated:
- e. ☐ Other:
- f. ☐ Other:

THE COURT FINDS AND ORDERS

3. a. ☐ Notice requirements were met. The following items were served within the time prescribed by law:
- (1) ☐ *Placing Agency's Request for Review of Placement in Short-Term Residential Therapeutic Program or Community Treatment Facility* (form JV-235);
- (2) ☐ *Input on Placement in Short-Term Residential Therapeutic Program or Community Treatment Facility* (form JV-236);
- (3) ☐ the report as described in **Welfare and Institutions** Code **section** 361.22(c) or **section** 727.12(c); and
- (4) ☐ *Notice of Request for Approval of Short-Term Residential Therapeutic Program or Community Treatment Facility Without a Hearing* (form JV-240), if approval of the placement without a hearing is being requested.
- b. ☐ Notice requirements were not met. The following items were not served within the time prescribed by law:

CHILD'S/NONMINOR'S NAME:	CASE NUMBER:
--------------------------	--------------

4. ☐ The court on its own motion finds that a continuance is not contrary to the interest of the child or nonminor, and good cause exists for the continuance as stated below (hearing must be concluded no later than 60 days after the start of the placement):
5. The needs of the child or nonminor dependent
- a. ☐ can be met through placement in a family-based setting.
- b. ☐ cannot be met through placement in a family-based setting. The placement in a short-term residential therapeutic program or community treatment facility, as applicable, ☐ does ☐ does not provide the most effective and appropriate care setting for the child or nonminor dependent in the least restrictive environment.
6. A short-term residential therapeutic program or community treatment facility level of care, as applicable, ☐ is ☐ is not consistent with the short- and long-term mental and behavioral health goals and permanency plan for the child or nonminor dependent.
7. In the case of an Indian child, there ☐ is ☐ is not clear and convincing evidence of good cause to depart from the placement preferences stated in **Welfare and Institutions** Code **section** 361.31.
8. The short-term residential therapeutic program or community treatment facility identified in the *Placing Agency's Request for Review of Placement in Short-Term Residential Therapeutic Program or Community Treatment Facility* (form JV-235) filed on (date): _____, is
- ☐ approved.
- ☐ disapproved. The social worker or probation officer is ordered to transition the child or nonminor dependent to a placement setting that is consistent with the determinations in items 5, 6, and 7 within 30 days.
9. The basis for the court's determination in item 8 has been stated on the record or is stated in writing here:
- a. ☐ The court's determination in item 8 is based on the findings in items 5, 6, and 7.
- b. ☐ The placement ☐ does ☐ does not promote the child's or nonminor dependent's best interests.
- c. ☐ The child or nonminor dependent's needs can be met in a placement in a lower level of care.
- d. ☐ Another placement in a lower level of care is available and willing to accept the child or nonminor dependent.
- e. ☐ Other:
10. ☐ Other orders:

11. ☐ Next hearing date:

Time:

Dept.:

Room:

Date: _____

Judicial Officer

Instruction: The person asking for a restraining order must complete items ① and ②. The court will complete the rest of this form.

DRAFT
Not approved by
the Judicial Council

① Person Asking for Protection

Name: _____

Your lawyer (if you have one for this case)

Name: _____ State Bar No.: _____

Firm Name: _____

Fill in court name and street address:

Superior Court of California, County of _____

② Person to Be Restrained

Name: _____

③ Notice of Hearing

A court hearing is scheduled on the request for restraining orders against the person in ②:

Court fills in case number when form is filed.

Case Number: _____



Date: _____ Time: _____
Dept.: _____ Room: _____

Name and address of court, if different from above: _____

You may attend your court date remotely, such as by phone or video conference. For more information, go to the court's website for the county listed above. To find the court's website, go to courts.ca.gov/find-my-court.htm.

To the person in ②:

- If you attend the hearing (in person, by phone, or by videoconference) and the judge grants a restraining order against you, the order will be effective immediately, and you could be arrested if you violate the order.
- If you do not attend the hearing, the judge may still grant a restraining order that could last up to three years. After you receive a copy of the order, you could be arrested if you violate the order.

④ Temporary Restraining Orders (Any orders granted are attached on ☐ form JV-250 ☐ form JV-260)

a. Temporary Restraining Orders (any order requested under Welfare and Institutions Code section 213.5) (Check one)

- (1) ☐ All **granted** until the court hearing.
- (2) ☐ All **denied** until the court hearing. (Reasons for denial are given below in b.)
- (3) ☐ Partly **granted** and partly **denied** until the court hearing. (Reasons for denial are given in b.)

- ④ b. (1) ☐ The request is based on domestic violence and the reasons for denial of some or all of the orders requested are:
- (a) ☐ The facts given in the request do not show reasonable proof of a past act or acts of abuse. (Fam. Code, §§ 6300, 6320, and 6320.5.)
- (b) ☐ The facts given in the request do not give enough detail about the most recent incidents of abuse, including what happened, the dates, who did what to whom, or any injuries or history of abuse.
- (c) ☐ Other reasons for denial: _____
- (2) ☐ The request is not based on domestic violence and the reasons for denial of some or all of the personal conduct and stay-away orders as requested are:
- (a) ☐ The facts as stated do not sufficiently show acts of violence, threats of violence, or a course of conduct that seriously alarmed, annoyed, or harassed the person in ① and caused substantial emotional distress.
- (b) ☐ Other reasons for denial: ☐ As stated on Attachment 4b.
- _____
- _____
- _____
- _____

⑤ **Service of Documents by the Person in ①**

At least ☐ five ☐ _____ days before the hearing, someone age 18 or older—not you or anyone to be protected—must personally give (serve) a court file-stamped copy of this form (JV-249, *Notice of Court Hearing*) to the person in ② along with a copy of all the forms indicated below:

- a. ☐ JV-245, *Request for Juvenile Restraining Order* (file-stamped)
- b. ☐ JV-250, *Temporary Restraining Order* (file-stamped), **if granted**
- c. ☐ JV-247, *Response to Request for Juvenile Restraining Order* (blank form)
- d. ☐ JV-258, *Request for Juvenile Restraining Order Against a Child*
- e. ☐ JV-259, *Response to Request for Juvenile Restraining Order Against a Child*
- f. ☐ JV-260, *Temporary Restraining Order Against a Child* (file-stamped), **if granted**
- g. ☐ Other (specify): _____
- h. ☐ Other (specify): _____

Date: _____



Judicial Officer



To the Person in ①:

- The court cannot grant a long-term restraining order unless the person in ② has been personally given (served) a copy of your request and any temporary orders. To show that the person in ② **has** been served, the person who served the forms must fill out form JV-268, *Proof of Personal Service*.
- If you are unable to serve the person in ② in time, you may ask for more time to serve the documents.

To the Person in ②:

- If you want to respond in writing, mail a copy of your completed form JV-247, *Response to Request for Juvenile Restraining Order*, or form JV-259, *Response to Request for Juvenile Restraining Order Against a Child*, to the person in ① and file it with the court. You cannot mail form JV-247 or JV-259 yourself. Someone age 18 or older—**not you**—must do it.
- To show that the person in ① has been served by mail, the person who mailed the form must fill out a proof of service form. Form JV-510, *Proof of Personal Service—Juvenile*, may be used. File the completed form with the court before the hearing and bring a copy with you to the hearing.
- If you are unable to attend your court hearing or need more time to prepare your case, you may ask the judge to reschedule your court date.
- Whether or not you respond in writing, attend the hearing if you want the judge to hear from you before making an order at the hearing and tell the judge why you agree or disagree with the orders requested. Bring any evidence or witnesses you have.
- **At the hearing, the judge may make restraining orders against you that could last up to three years.**
- **The judge may also make other orders about your children, and may again order you to turn in, sell, or store any firearms (guns), firearm parts, or ammunition that you own or have.**

**Request for Accommodations**

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to courts.ca.gov/rules-forms/find-your-court-forms for *Disability Accommodation Request* (form MC-410). (Civ. Code, § 54.8.)

(Clerk will fill out this part.)

Clerk's Certificate
[seal]

—Clerk's Certificate—

I certify that this *Notice of Court Hearing* is a true and correct copy of the original on file in the court.

Date: _____ Clerk, by _____, Deputy

SC-104C How to Serve a Business or Public Entity (Small Claims)

You must serve the *right* person and write the *exact* name of the business and the person to be served.

Use this form to make sure you serve correctly, and follow the instructions on *Proof of Service*, form [SC-104](#).

Business Type:	Sole Proprietorship (Only 1 owner)	Partnership	Landlord	Corporation, Association	Limited Liability Company (LLC), Limited Liability Partnership (LLP), Limited Partnership (LP)	Unknown Business Type
Serve:	The owner	If you are suing a partnership , serve one of the partners. If you are suing a partnership and the partners, serve each partner.	The property owner or manager (<i>Read Civil Code sections 1962–1962.7.</i>)	Agent for service listed with Secretary of State or any corporate officer (president, vice-president, secretary, treasurer), chief executive officer (CEO), controller, chief financial officer, or general manager	Agent for service listed with Secretary of State To serve a limited partnership, you can also serve the general partner.	Someone who seems to be in charge of the business during normal business hours
Write on your <i>Proof of Service</i> form:	<ul style="list-style-type: none">• Business name• Owner's name and job title	<ul style="list-style-type: none">• Partnership name• Name of partner, general manager, or agent for service and job title	<ul style="list-style-type: none">• Business name (if there is one)• Owner's name and job title	<ul style="list-style-type: none">• Corporation name• Name of corporate officer or agent for service and job title	<ul style="list-style-type: none">• Company or partnership name• Name of agent or partner for service and job title	<ul style="list-style-type: none">• Business name, form unknown• Owner's name and job title (<i>if you know it</i>)
Check that you have the exact names of the owner and business with:	<ul style="list-style-type: none">• County Clerk–Recorder's or County Tax Assessor's Office (Ask to see the fictitious business name statement.) Your county's Web site may have this information. Check: www.counties.org.• City Clerk's Office (Ask to see the business license.) Your city's website may have this information.		County Tax Collector	Search under Corporation, LP and LLC at the California Secretary of State website: bizfileonline.sos.ca.gov/search/business Or call: 1-916-657-5448 OR County Clerk–Recorder's Office: (Ask to see the fictitious business name statement.) Your county's website may have this information. OR City Clerk's Office: (Ask to see the business license.) Your city's website may have this information.	Try the other resources listed on this page to see if they know more about the business's organization type, like corporation or sole proprietorship.	



Need help?

For free help, contact your county's Small Claims Advisor:
[space for local info here]

Or go to selfhelp.courts.ca.gov/small-claims-advisor.

SC-104C**How to Serve a Business or Public Entity (Small Claims)**

You must serve the *right* person and write the *exact* name of the public agency and the person to be served.

Use this form to make sure you serve correctly, and follow the instructions on *Proof of Service*, form [SC-104](#).

	City, County, or Public Entity	State of California, State Agency	Federal Agency
Serve:	City or county clerk, chief officer or director of public agency, or agent authorized to accept service	<p>Use this general address for service: Office of the Attorney General 1300 I Street Sacramento, CA 95814</p> <p><i>Exception:</i> if your claim involves California Department of Transportation (Caltrans), serve it at: California Department of Transportation 1120 N Street Sacramento, CA 95814</p>	<i>You cannot sue a federal agency in small claims court.</i>
	<p>Important! <i>Before you sue, you must first file a claim with the public entity. Contact it and ask for the claim procedures.</i></p>	<p>Note: <i>Before you sue, you must first file a claim with the state or the state agency. To file a claim, see:</i> www.dgs.ca.gov/ORIM/File-A-Claim <i>or call: 1-800-955-0045</i></p>	
Write on your Proof of Service form:	<ul style="list-style-type: none"> Name of city, county, or public entity Name of city clerk, county clerk, chief officer, or agent for service and job title 	<ul style="list-style-type: none"> Name of the agency you are suing Name of agent for service 	
Check that you have the exact names of the owner and business with:	<p>Call the city or county clerk. See the government pages of your phone book.</p> <p>Or search under the California Roster at the California Secretary of State website: www.sos.ca.gov/administration/california-roster/</p>	<p>Call the agency to confirm the name and address for service. Use the State Directory: 1-800-807-6755</p> <p>Or search www.ca.gov/departments/list/</p>	

**Need help?**

For free help, contact your county's Small Claims Advisor:
[space for local info here]

Or go to selfhelp.courts.ca.gov/small-claims-advisor.

Request

This form is used to ask the court to make an order before or after the trial in a small claims case. The court will notify all plaintiffs and defendants in this case about its decision by mail, at the trial, or at a hearing (depending on when the request is filed).

If you are the person asking the court to make an order, ask the Small Claims Advisor if this is the right form for the kind of order you want. If so, follow these steps:

- Fill out page 1 of this form and file it at the clerk's office.
- If you are making this request **before** your trial, you must mail (or deliver in person) a copy of this form to all other plaintiffs and defendants in your case.
Exception: If the plaintiff's claim has not been served, you do not have to serve this request on the other plaintiffs and defendants in your case.
- If you are making this request **after** the judge has decided your case, the clerk will mail a copy of this form to all other plaintiffs and defendants in your case. The court will give the other plaintiffs and defendants at least 10 days to answer this *Request*.

If you receive this form, read below, then fill out ⑦–⑩ on page 2.

① The person asking the court to make an order is:

Name: _____

Address: _____

Check one: ☐ A defendant in this case ☐ A plaintiff in this case
☐ Other (explain): _____

② Notice to: (List names and addresses of all other defendants and plaintiffs in your case.)

Name Address

a. _____

b. _____

☐ Check here if you need more space. Use form MC-031 or a plain sheet of paper. Write "SC-105, Item 2" on top.

If your request is made before the trial and after the claim was served, fill out below:

I ☐ mailed ☐ delivered in person a copy of this form to everyone listed in ② on (date): _____

③ I ask the court to make the following order (specify):

☐ Check here if you need more space. Use form MC-031 or a plain sheet of paper. Write "SC-105, Item 3" on top.

④ I ask for this order because (explain and give facts of your case here):

☐ Check here if you need more space. Use form MC-031 or a plain sheet of paper. Write "SC-105, Item 4" on top.

⑤ In making its order, I ask the court to consider the information on this form, any records on file, and, if the court holds a hearing, the evidence presented at that hearing.**⑥** I declare under penalty of perjury under California state law that the information above and on all attachments is true and correct.

Date: _____

Type or print your name



Sign your name

DRAFT
2/24/2025
Not approved by
the Judicial Council

Fill in court name and street address:

Superior Court of California, County of

Fill in your case number and case name below:

Case Number:

Case Name:



Clerk stamps date here when form is filed.

Answer

The person listed in ① on page 1 of this form has asked the court to make an order in your small claims case.

Follow these steps to tell the court what you want to do about this request:

- Read page 1 to see what the person in ① is asking for.
- Fill out ⑦–⑩ below.
- Mail your completed form to the court right away.
- Mail a copy of this form to each plaintiff and defendant listed in ① and ② on page 1 of this form.

The court will mail its decision to all plaintiffs and defendants in this case or will make a decision at a court hearing or trial.

If you do nothing, the court may make the order without hearing from you.

Fill in court name and street address:

Superior Court of California, County of

Fill in your case number and case name below.

Case Number:**Case Name:****7 The person filing this answer is:**

Name: _____

Address: _____

Check one: ☐ A defendant in this case ☐ A plaintiff in this case**8 Tell the court what you want to do about this request.**

(Check all that apply):

- a. ☐ I agree to the order requested in ③.
- b. ☐ I do not agree to the order requested in ③. (Explain below:)

- ☐ Check here if you need more space. Use form MC-031 or a plain sheet of paper. Write "SC-105, Item 8" on top.
- c. ☐ I ask the court to have a hearing to decide this matter.

9 I mailed a copy of this form to everyone listed in ① and ② of this form on (date): _____**10** I declare under penalty of perjury under California state law that the information above and on all attachments is true and correct.

Date: _____

Type or print your name

**Need help?**

For free help, contact your county's Small Claims Advisor:

Or visit selfhelp.courts.ca.gov/small-claims-advisor.

Sign your name

If the request on page 1 was made after the hearing,
the clerk fills out below.

—Clerk's Certificate of Mailing—

I certify that I am not involved in this case and (check one):

- ☐ A Certificate of Mailing is attached.
- ☐ The Request for Court Order and Answer was mailed first class, postage paid, to all parties at the addresses listed in ②.

On (date):

From (city):

, California

Clerk, by

, Deputy

DRAFT
2/24/2025
Not approved by
the Judicial Council

Clerk fills in court name and street address:

Superior Court of California, County of

Clerk fills in case number and case name below:

Case Number:**Case Name:****1** The court has received and considered (*check all that apply*):☐ Request for Court Order and Answer, form SC-105 (page 1)
filed on: _____☐ Answer on Request for Court Order and Answer, form SC-105
(page 2)
filed on: _____☐ Other (*specify*): _____**2** The court makes the following orders:a. ☐ The request is granted.b. ☐ The request is denied.c. ☐ **You must go to court if you want to be heard.**

A hearing on this request is scheduled as follows:

**Hearing
Date**

→ Date: _____ Time: _____ Dept.: _____

Name and address of court if different from above:

_____d. ☐ Bring evidence to the hearing to support your request.e. ☐ Other orders (*specify*): _____
_____f. ☐ Explanation for decision (*if any*): _____

Date: _____

(Judge or Judicial Officer)

— Clerk's Certificate of Mailing —

I certify that I am not involved in this case and (*check one*):☐ A Certificate of Mailing is attached.☐ This *Order* was mailed first class, postage paid, to all
parties at the addresses listed in **1** and **2** on the
Request for Court Order and Answer.On (*date*): _____From (*city*): _____, California

Clerk, by _____, Deputy

**Need help?**For free help, contact your county's Small
Claims Advisor:Or visit selfhelp.courts.ca.gov/small-claims-advisor.**Requests for Accommodations**Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are
available if you ask at least 5 days before the hearing. Contact the clerk's office for *Request for*
Accommodations by Persons With Disabilities and Response (form [MC-410](#)). (Civ. Code, § 54.8.)**This is a Court Order.****Order on Request for Court Order
(Small Claims)****SC-105A**, Page 1 of 1

Request to Correct or Cancel Judgment and Answer

Clerk stamps date here when form is filed.

Request

This form is used to ask the court to correct or cancel a small claims judgment. You must file this form no later than 30 days after the clerk mailed form SC-130, *Notice of Entry of Judgment*. Filing this form does **not** extend the deadline to file an appeal.

If you are the person asking the court to correct or cancel a judgment, fill out (1)–(5) on this page, then file it at the clerk's office. The clerk will mail a copy of the form to all other plaintiffs and defendants in your case. The court will give the other plaintiffs and defendants at least 10 days to answer this *Request*. The court will mail its decision to you or tell you to go to a court hearing. If you did not go to the trial, you must use form SC-135, *Notice of Motion to Vacate Judgment and Declaration*.

If you receive this form, read below, then fill out (6) through (9) on page 2. The court will mail its decision to you or tell you to go to a court hearing.

DRAFT
2/24/2025
Not approved by
the Judicial Council

Fill in court name and street address:

Superior Court of California, County of

Fill in your case number and case name below:

Case Number:

Case Name:

1 The person asking the court to correct or cancel a judgment is:

Name: _____

Address: _____

Check one: ☐ A defendant in this case
☐ A plaintiff in this case

2 Notice to:

(List names and addresses of all other defendants and plaintiffs in your case.)

Name

Address

- a. _____
 b. _____
 c. _____
 d. _____

☐ Check here if you need more space. Use form MC-031 or a plain sheet of paper. Write "SC-108, Item 2" on top.

3 I ask the court to (check one):

- a. ☐ Correct the following clerical error in the judgment.

List the error: _____

Change to: _____

Explain why this correction is needed: _____

- b. ☐ Cancel the judgment because the court applied the wrong law to this case. (Explain):

☐ Check here if you need more space. Use form MC-031 or a plain sheet of paper. Write "SC-108, Item 3" on top.

4 In making its order, I ask the court to consider the information on this form, any records on file, and, if the court holds a hearing, the evidence presented at that hearing.

5 I declare under penalty of perjury under California state law that the information above and on all attachments is true and correct.

Date: _____

Type or print your name

Sign your name



Clerk stamps date here when form is filed.

Answer

The person listed in ① on page 1 of this form has asked the court to correct or cancel the judgment in your small claims case.

Follow these steps to tell the court what you want to do about this request:

- Read page 1 to see what the person in ① is asking for.
- Fill out ⑥–⑨ below.
- Mail your completed form to the court right away.
- Mail a copy of this form to each plaintiff and defendant listed in ① and ② on page 1 of this form.

The court will mail its decision to all plaintiffs and defendants at least 10 days after the *Request* was mailed. If you do nothing, the court may make the order without hearing from you.

Fill in court name and street address:

Superior Court of California, County of

Fill in your case number and case name below.

Case Number:**Case Name:****6 The person filing this answer is:**

Name: _____

Address: _____

Check one: ☐ A defendant in this case ☐ A plaintiff in this case**7 Tell the court what you want to do about the request.***(Check all that apply):*

- a. ☐ I agree to the correction requested in ③ a.
- b. ☐ I agree to the cancellation of judgment requested in ③ b.
- c. ☐ I do not agree with the request in ③ a. *(Explain):*

- d. ☐ I do not agree with the request in ③ b. *(Explain):*

- e. ☐ I ask the court to have a hearing to decide this matter.

☐ Check here if you need more space. Use form MC-031 or a plain sheet of paper. Write "SC-108, Item 7" on top.

8 I mailed a copy of this form to everyone listed in ① and ② of this form on (date): _____

9 I declare under penalty of perjury under California state law that the information above and on all attachments is true and correct.

Date: _____

Type or print your name

Sign your name

The clerk fills out below.

— Clerk's Certificate of Mailing —

I certify that I am not involved in this case and (check one):

- ☐ A Certificate of Mailing is attached.
- ☐ The *Request to Correct or Cancel Judgment and Answer* was mailed first class, postage paid, to all parties at the addresses listed in ②.

On (date): _____

From (city): _____, California

Clerk, by _____, Deputy

**Need help?**

For free help, contact your county's Small Claims Advisor:

Or visit selfhelp.courts.ca.gov/small-claims-advisor.

Order on Request to Correct or Cancel Judgment (Small Claims)

Clerk stamps date here when form is filed.

DRAFT
2/24/2025
Not approved by
the Judicial Council

Clerk fills in court name and street address:

Superior Court of California, County of

Clerk fills in case number and case name below:

Case Number:

Case Name:

1 The court has received and considered (check all that apply):

- ☐ Request to Correct or Cancel Judgment and Answer (form SC-108) (page 1) filed on: _____
- ☐ Answer on Request to Correct or Cancel Judgment and Answer (form SC-108) (page 2) filed on: _____
- ☐ Other (specify): _____

2 The court makes the following orders:

- a. ☐ The request to correct a clerical error in the judgment is granted.
- b. ☐ The request to cancel the judgment is granted.
- c. ☐ The request is denied.
- d. ☐ You must go to court if you want to be heard.

A hearing on this request is scheduled as follows:

**Hearing
Date**

→Date: _____ Time: _____ Dept. _____

Name and address of court if different from above:

- e. ☐ Bring evidence to the hearing to support your request.
- f. ☐ Other orders (specify): _____
- g. ☐ Explanation for decision (if any): _____

Date: _____

(Judge or Judicial Officer)



Need help?

For free help, contact your county's Small Claims Advisor:

Or visit selfhelp.courts.ca.gov/small-claims-advisor.

— Clerk's Certificate of Mailing —

I certify that I am not involved in this case and (check one):

- ☐ A Certificate of Mailing is attached.
- ☐ This Order was mailed first class, postage paid, to all parties at the addresses listed in 1 and 2 on the Request to Correct or Cancel Judgment and Answer.

On (date): _____

From (city): _____, California

Clerk, by _____, Deputy



Request for Accommodations

Assistive listening systems, computer-assisted real-time captioning or sign language interpreter services are available if you ask at least 5 days before the hearing. Contact the clerk's office for Request for Accommodations by Persons With Disabilities and Response (form [MC-410](#)). (Civ. Code, § 54.8.)

This is a Court Order.

SC-112A**Proof of Service by Mail**

Case Number: _____

See instructions on other side.

- ☒ This form is attached to the document checked in (2) below.

1 Server's information

Name: _____ Phone: _____

Street or mailing address: _____

City: _____ State: _____ Zip Code: _____

☐ Check here if you are a registered process server, and write:

County where registered: _____ Registration #: _____

2 Form or document served

- a. ☐ Form SC-105, *Request for Court Order and Answer*
 b. ☐ Form SC-109, *Authorization to Appear*
 c. ☐ Form SC-114, *Request to Amend Claim Before Hearing*
 d. ☐ Form SC-133, *Judgment Debtor's Statement of Assets*
 e. ☐ Form SC-150, *Request to Postpone Trial*
 f. ☐ Form SC-221, *Response to Request to Make Payments*
 g. ☐ Other document allowed to be served by mail (specify):
☐ Check here if there is not enough space below to list the document served. List the document on a separate page, and write "SC-112A, Item 2" at the top.
- _____

3 Server's declaration

- a. I am 18 or older. I am not a party to this small claims case. I live or work in the county where I did the mailing described below.
- b. I placed copies of the document checked in (2) and an unsigned copy of this page in a sealed envelope, addressed as follows:
☐ Check here if there is not enough space below to list all parties served. List their names and addresses on a separate page, and write "SC-112A, Item 3" at the top.


Name of party served	Mailing address on the envelope

- c. On (date of mailing): _____, I placed each envelope in the mail, with postage paid, at (city and state of mailing): _____

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

Date: _____

Type or print server's name


 Server signs here

Instructions for form SC-112A, Proof of Service by Mail

(This page is **not** part of the Proof of Service and does not need to be copied, served, or filed.)

Form SC-112A can be used to show the court that these documents were served by mail:

- Form SC-105, *Request for Court Order and Answer*
- Form SC-109, *Authorization to Appear*
- Form SC-114, *Request to Amend Claim Before Hearing*
- Form SC-133, *Judgment Debtor's Statement of Assets*
- Form SC-150, *Request to Postpone Trial*
- Form SC-221, *Response to Request to Make Payments*
- Other documents that are allowed to be served by mail

Form SC-112A cannot be used to prove service of these forms:

- Form SC-100, *Plaintiff's Claim and ORDER to Go to Small Claims Court*
- Form SC-120, *Defendant's Claim and ORDER to Go to Small Claims Court*

For information about serving these forms, see form SC-104, *Proof of Service*, and form SC-104B, *What Is "Proof of Service"?*

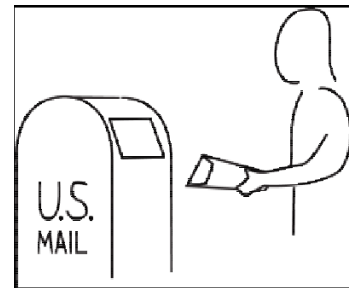
The server (the person who will do the mailing):

- **Must not** be a party (plaintiff or defendant) in the case
- **May** be a friend, relative, co-worker, or other helpful person
- **Must** be 18 or older
- **Must** live or work in the county where the mailing takes place

Follow these steps to use form SC-112A:

1. Prepare form SC-112A by filling in:

- The case number
 - The document to be served, in item ②*
 - The names and addresses of the parties to be served, in item ③
- *Prepare a separate form SC-112A for each document to be served.



2. Give the server:

- The partially completed form SC-112A
- One copy of the document to be served for each party to be served

3. Ask the server to:

- Fill out the remainder of the form SC-112A.
- Mail *each party to be served*:
 - An unsigned copy of the completed form SC-112A and
 - The document to be served (checked in item ②).
- Sign a separate form SC-112A for each document served and give it to back you.

4. File these papers with the small claims court clerk:

- The original of each document served, with
- The signed, original *Proof of Service by Mail* attached



Need help?

For free help, contact your county's small claims advisor:
[local info here]

Or visit selfhelp.courts.ca.gov/small-claims-advisor.

Notice to the person being sued:

- You are being sued by the person you are suing.
- You must go to court on the trial date listed below. If you do not go to court, you may lose the case.
- If you lose, the court can order that your wages, money, or property be taken to pay this claim.
- Bring witnesses, receipts, and any evidence you need to prove your case.
- Read this form and all pages attached, to understand the claim against you and to protect your rights.

Aviso al demandado:

- La persona que ha demandado lo está demandando a usted.
- Tiene que presentarse a la corte en la fecha de su juicio indicada a continuación. Si no se presenta, puede perder el caso.
- Si pierde el caso la corte puede ordenar que le quiten de su sueldo, dinero u otros bienes para pagar este reclamo.
- Lleve testigos, recibos y cualquier otra prueba que necesite para probar su caso.
- Lea este formulario y todas las páginas adjuntas, para entender la demanda en su contra y para proteger sus derechos.

Clerk stamps date here when form is filed.

DRAFT
2/24/2025
Not approved by
the Judicial Council

Fill in court name and street address:

Superior Court of California, County of

Fill in case number and case name:

Case Number:

Case Name:

Order to Go to Court

The people in ① and ② must go to court: (Clerk fills out section below.)

Hearing
Date

	Date	Time	Department	Name and address of court if different from above
1.				
2.				
3.				

Date: _____ Clerk, by _____, Deputy

Instructions for the person suing:

- Before you fill out this form, read form [SC-100-INFO](#), *Information for the Plaintiff*, to know your rights. Get form SC-100-INFO at any courthouse or county law library, or go to: courts.ca.gov/rules-forms/find-your-court-forms.
- Fill out pages 2 and 3 of this form. Then make copies of **all** pages of this form. (Make 1 copy for each party named in this case and an extra copy for yourself.) Take or mail the original and these copies to the court clerk's office and pay the filing fee. The clerk will write the date of your trial in the box above.
- You must have someone at least 18—not you or anyone else listed in this case—give each plaintiff a court-stamped copy of all 3 pages of this form and any pages this form tells you to attach. There are special rules for “serving,” or delivering, this form to public entities, associations, and some businesses. See forms SC-104, SC-104B, and SC-104C.
- **Go to court on your trial date listed above.** Bring witnesses, receipts, and any evidence you need to prove your case.

Defendant (list names):

Case Number:

1 The plaintiff (the person, business, or public entity that sued first) is:

Name: _____ Phone: _____

Street address: _____

Street

City

State

Zip

Mailing address (if different): _____

Street

City

State

Zip

If more than one plaintiff, list next plaintiff here:

Name: _____ Phone: _____

Street address: _____

Street

City

State

Zip

Mailing address (if different): _____

Street

City

State

Zip

☐ Check here if more than 2 plaintiffs and attach form SC-120A.

☐ Check here if any plaintiff is on active military duty and write his or her name here: _____

2 The defendant (the person, business, or public entity suing now) is:

Name: _____ Phone: _____

Street address: _____

Street

City

State

Zip

Mailing address (if different): _____

Street

City

State

Zip

If more than one defendant, list next defendant here:

Name: _____ Phone: _____

Street address: _____

Street

City

State

Zip

Mailing address (if different): _____

Street

City

State

Zip

☐ Check here if more than 2 defendants and attach form [SC-120A](#).

☐ Check here if either defendant listed above is doing business under a fictitious name. If so, attach form SC-103.

3 The Defendant claims the Plaintiff owes \$ _____. (Explain below):

a. Why does the plaintiff owe the defendant money? _____

b. When did this happen? (Date): _____

If no specific date, give the time period: Date started: _____ Through: _____

c. How did you calculate the money owed to you? (Do not include court costs or fees for service.)

☐ Check here if you need more space. Attach one sheet of paper or form [MC-031](#) and write "SC-120, Item 3" at the top.



Defendant (list names):

Case Number:

④ You may ask the Plaintiff (in person, in writing, or by phone) to pay you before you sue.

Have you done this? ☐ Yes ☐ No

⑤ Is your claim about an attorney-client fee dispute? ☐ Yes ☐ No

If yes, and if you have had arbitration, fill out form SC-101, attach it to this form, and check here: ☐

⑥ Are you suing a public entity? ☐ Yes ☐ No

If yes, you must file a written claim with the public entity first. ☐ A claim was filed on (date): _____
If the public entity denies your claim or does not answer within the time allowed by law, you can file this form.

⑦ Have you filed more than 12 other small claims within the last 12 months in California?

☐ Yes ☐ No If yes, the filing fee for this case will be higher.

⑧ I understand that by filing a claim in small claims court, I have no right to appeal this claim.

⑨ If I do not have enough money to pay for filing fees or service, I can ask the court to waive those fees.

⑩ I have not filed, and understand that I cannot file, more than two small claims cases for more than \$2,500 in California during this calendar year.

I declare, under penalty of perjury under California State law, that the information above and on any attachments to this form is true and correct.

Date: _____ Defendant types or prints name here Defendant signs here

Date: _____ Second defendant types or prints name here Second defendant signs here



Requests for Accommodations

Assistive listening systems, computer-assisted, real-time captioning, or sign language interpreter services are available if you ask at least five days before the trial. Contact the clerk's office or go to courts.ca.gov/rules-forms/find-your-court-forms for Request for Accommodations by Persons With Disabilities and Response (form [MC-410](#)). (Civ. Code, § 54.8.)



Need help?

Your county's Small Claims Advisor can help for free.
[Space for local info]

Or visit selfhelp.courts.ca.gov/small-claims-advisor.

Instructions for form SC-150, *Request to Postpone Trial*

(This page is **not** part of form SC-150 and does not need to be copied, served, or filed.)

Who can use this form?

- Anyone who filed a small claims case and wants to postpone or reschedule the trial for any good reason, including because he or she has not served all of the defendants
- Anyone who was sued in a small claims case and wants to postpone or reschedule the trial for any good reason

Do I have to use this form?

No. You may write a letter instead of using this form. Your letter should explain why you want to change your court date and include the other information that is requested on this form.

How do I ask for a postponement?

- Fill out form SC-150, *Request to Postpone Trial* (on the other side of these instructions), or write a letter that includes the information requested on this form.
- Have all other parties in your case served with a copy of your request. You may serve by mail or in person. Use form SC-104, *Proof of Service*, or form SC-112A, *Proof of Service by Mail*.
- File your request and the completed *Proof of Service* with the small claims court clerk. You may have to pay a \$10 fee, depending on when (or if) the claim was served. If you cannot afford to pay a required fee, see form FW-001-INFO, *Information Sheet on Waiver of Superior Court Fees and Costs*.

How will I know the court's decision?

If the court postpones the trial, the court will mail a notice with the new hearing date to all plaintiffs and defendants in this case.

If the court does not postpone the trial, the trial will be on the date when it is currently scheduled. The court will notify the person who filed the *Request*.

If you do not hear from the court, you should go to court on the scheduled trial date.



Need help?

For free help, contact your county's small claims advisor:
[local info here]

Or visit selfhelp.courts.ca.gov/small-claims-advisor.

On (date): _____ (name): _____

filed a request to postpone the trial in this case.

The court orders:

DRAFT
2/24/2025
Not approved by
the Judicial Council

① ☐ **The Request to Postpone Trial is approved, and the court orders** the trial is postponed as indicated in ③.

② ☐ **The Request to Postpone Trial is denied because:**

- a. ☐ The Request did not include a good reason for the postponement.
 b. ☐ The Request was not filed at least 10 days before the hearing and did not include a good reason for the late request.
 c. ☐ The required \$10 filing fee was not paid.
 d. ☐ Other: _____

Fill in the court name and street address:

Superior Court of California, County of _____

Fill in your case number and case name:

Case Number: _____

Case Name: _____

☐ Continued on Attachment SC-152, item 2(d).

③ **The trial will be held as follows:**

Hearing
Date

→ _____ Time: _____ Dept. _____

Name and address of court if different than address above:

**Request for Accommodations**

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the trial. Contact the clerk's office for *Request for Accommodations by Persons With Disabilities and Response* (form [MC-410](#)). (Civ. Code, § 54.8.)

④ **The clerk will mail a copy of this order to:**

- a. ☐ The person who asked for the postponement.
 b. ☐ All plaintiffs and defendants at the addresses listed in the court's records.

Date: _____

Judicial officer _____

**Need help?**

For free help, contact your county's small claims advisor:
 [local info here]

Or visit selfhelp.courts.ca.gov/small-claims-advisor.

SC-200-INFO What to Do After the Court Decides Your Small Claims Case

First, read the court's decisions on *Notice of Entry of Judgment* (either form SC-130 or form SC-200). It will tell you the court's judgment in this case. **Then read this form.** It will help you protect or enforce your rights, whether you won or lost the case.

Warning! You may lose important rights if you do not act within 30 days after the court handed or mailed you *Notice of Entry of Judgment*. If the court mailed *Notice of Entry of Judgment*, the date of mailing is on *Clerk's Certificate of Mailing* that came with the notice.

If the court did not award you any money on a claim that you filed... The court's decision on your claim is *normally* final. You cannot appeal the decision on your own claim, but you may be allowed to ask the court to correct a mistake in the judgment.

If the court ordered you to pay money...

You are the *judgment debtor*. The law requires you to pay the judgment. You **can**:

- Pay the judgment creditor directly;
- Pay the court (to do so, file form SC-145, *Request to Pay Judgment to Court*); or
- Ask the court to let you make payments (to do so, file form SC-220, *Request to Make Payments*).

If any payment is not made in full and on time, the judgment creditor may notify the court to cancel the payment plan and the entire unpaid balance will become due and collectible.

Warning! If you do not pay the judgment or file an appeal or a motion to vacate (cancel) or correct the judgment **within 30 days** after *Notice of Entry of Judgment* was handed or mailed to you, your wages, money, and property can be taken to pay the claim. You may also have to pay interest. If your case involves an auto accident on a California highway, the Department of Motor Vehicles (DMV) can suspend your driver's license.

After you pay the judgment in full, you can ask the judgment creditor to file a form saying the judgment is paid. (See form SC-290, *Acknowledgment of Satisfaction of Judgment*.) If the judgment creditor does not do this, they may have to pay you damages and a penalty.

If you disagree with the judgment ordering you to pay money and you went to the small claims trial, you can appeal that decision. (You cannot appeal the decision on your own claim.) To do so, file form SC-140, *Notice of Appeal*, within 30 days after *Notice of Entry of Judgment* was handed or mailed to you. There will be a new trial in the superior court on all claims in the case. Each side will present evidence again. This time, each side can have a lawyer at the trial.

(Continued on page 2)

If the court ordered the other side to pay you...

You are the *judgment creditor*. **You** must collect your judgment. The court will not collect it for you. Some steps you can take to collect your money are summarized below. For more information, go to selfhelp.courts.ca.gov/small-claims/after-trial/if-you-win.

Important! The judgment debtor has **30 days** after being handed or mailed *Notice of Entry of Judgment* to appeal or pay or ask the court to cancel or correct the judgment. You cannot take legal steps to collect the judgment during this time.

Ask the judgment debtor to pay you the money. If the judgment debtor cannot afford to pay the judgment all at once, consider offering to take payments. If your claim was for possession of property, ask the judgment debtor to return the property to you.

If the judgment debtor does not pay, you can find out about the debtor's income or property that the sheriff can take to satisfy the judgment.

- If the debtor does not pay within 30 days after the court clerk delivered or mailed *Notice of Entry of Judgment*, the debtor must send you form SC-133, *Judgment Debtor's Statement of Assets*. This form will tell you what money and property the debtor has that may be used to pay the judgment.
- **If the debtor does not send you the completed form SC-133**, you can file form SC-134, *Application and Order to Produce Statement of Assets and to Appear for Examination*. In this form, you can also ask the court to award you your attorney fees, expenses, and other appropriate relief. If *Notice of Entry of Judgment* says the judgment includes an amount "concerning consumer debt," file form SC-136, *Application and Order to Produce Financial Statement or Appear for Examination—Consumer Debt*, instead of form SC-134.

(Continued on page 2)



If the court ordered you to pay money...

(continued)

If you disagree with the judgment ordering you to pay money, and you did not go to the trial, you can ask the court to vacate (cancel) the judgment. To do so, file form SC-135, *Notice of Motion to Vacate Judgment*, **within 30 days*** after *Notice of Entry of Judgment and Declaration* was handed or mailed to you. If the court denies your request, you have until 10 days from the date the notice of denial is mailed to file an appeal.

***Exception:** If the claim against you was not properly served, you have **180 days** from the date that you found out (or should have found out) about the judgment against you to file a request to cancel the judgment.

Unless you pay the judgment or file an appeal or a motion as discussed above, you must complete form SC-133, *Judgment Debtor's Statement of Assets*, and deliver it to the judgment creditor within 30 days after the clerk delivered or mailed *Notice of Entry of Judgment*.

Warning! If you do not deliver the completed form SC-133, the court can order you to pay attorney fees and impose other penalties.

If the court ordered the other side to pay

you... (continued)

- If the debtor **does** send you form SC-133, you can still have the debtor come to court to answer **questions** about income and property. To do so, file form EJ-125, *Application and Order for Appearance and Examination*. If *Notice of Entry of Judgment* says the judgment includes an amount "concerning consumer debt," file form EJ-141, *Application and Order to Appear for Examination—Consumer Debt*, instead of form EJ-125.
- To obtain the judgment debtor's financial records from another person or a company at a hearing, fill out form SC-107, *Small Claims Subpoena and Declaration*, take it to the small claims court clerk to be issued, and then have it served.

Once you know about the judgment debtor's income and property, you can ask the sheriff to take that property to pay you. (Property that may be taken includes wages, bank accounts, automobiles, business property, and rental income.) To do so, fill out and ask the court clerk to issue form EJ-130, *Writ of Execution*. Then, take the form to the sheriff's office with a description of the debtor's property.

You can also put a lien on the judgment debtor's house or other real estate. To do so, fill out and ask the court clerk to issue form EJ-001, *Abstract of Judgment—Civil and Small Claims*. Then, take or mail the *Abstract* to the county recorder's office in the county where you think the debtor owns real property. If the judgment debtor sells, refinances, or buys real property in that county, your judgment should be paid from the debtor's funds.

After the judgment has been paid in full, you must fill out an *Acknowledgment of Satisfaction of Judgment* and file it with the court clerk. If *Abstract of Judgment—Civil and Small Claims* (form EJ-001) has not been recorded, you may use form SC-130 or form SC-290. If an abstract has been recorded, use form EJ-100.

Warning! If you do not file an *Acknowledgment of Satisfaction of Judgment*, you may have to pay the judgment debtor damages and a penalty.

You may need to pay fees to the court, the county recorder's office, or the sheriff for filing, issuing, and recording papers and doing the other things discussed above. Sometimes, you can ask the court to order the other side to repay you for these expenses.



Need help? For free help, contact your county's small claims advisor:
[\[local info here\]](#)

Or visit selfhelp.courts.ca.gov/small-claims-advisor.

Order on Request to Make Payments

Clerk stamps here when form is filed.

- ① A request to make payments on a small claims judgment was filed by the judgment debtor (*name of the person who owes money in this case*):

The court orders:

- ② ☐ The **Request to Make Payments** is denied. The person in ① must pay the entire judgment immediately.
- ③ ☐ The **Request to Make Payments** is approved, and the court orders:
- a. ☐ Payments of \$ _____, on the _____ day of each (*month, week, other*): _____ starting (*date*): _____ until (*date of final payment*): _____, amount of final payment: \$ _____
- b. ☐ Other payment schedule (*specify*): _____
- c. ☐ The total amount of payments is \$ _____, which includes interest on the unpaid balance of the judgment. The actual amount of that interest may change if the payments are made late or early.
- d. ☐ The total amount of payments is the same as the judgment. If all payments are made in full and on time, no interest will be owed on the judgment, and the judgment will be paid in full.
- e. If any payment is not made in full and on time, the judgment creditor may notify the court to cancel the payment plan and the entire unpaid balance will become due and collectible.
- f. ☐ Other (*specify*): _____

DRAFT
2/24/2025
Not approved by
the Judicial Council

Fill in the court name and street address:

Superior Court of California, County of

Fill in your case number and case name:

Case Number:

Case Name:

- ④ ☐ The court will make orders on this **Request** after a hearing, which will take place on:

Hearing
Date

→ _____ Time: _____ Dept. _____

Name and address of court if different than address above:



Request for Accommodations Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office for *Request for Accommodations by Persons With Disabilities and Response* (form [MC-410](#)). (Civ. Code, § 54.8.)

- ⑤ ☐ Other orders (*specify*): _____
- ☐ Continued on Attachment 5.

Date: _____

Judicial officer



Need help? For free help, contact your county's small claims advisor:

[local info here]

Or visit selfhelp.courts.ca.gov/small-claims-advisor.

Declaration of Default in Payment of Judgment

Clerk stamps here when form is filed.

DRAFT
2/24/2025
Not approved by
the Judicial Council

Important: Read page 2 if this form was mailed to you or before you fill out this form. If you are the judgment debtor named in (2) and you disagree with this *Declaration of Default in Payment of Judgment*, you may file form SC-224, *Response to Declaration of Default in Payment of Judgment*, within 10 days after the declaration was mailed to you.

- (1) I am asking the court to order that the remaining balance of a small claims judgment is now due and collectible because payments were not made as the court ordered.

My name is: _____

Mailing address: _____

Phone: _____ Email (optional): _____

- (2) The judgment debtor who has not made payments as the court ordered is (complete a separate form for each judgment debtor who has not paid as ordered):

Name: _____

Mailing address: _____

Phone: _____ Email (optional): _____

- (3) On (date): _____ the court ordered that the judgment debtor named in (2) must pay me, or someone who assigned the judgment to me, principal, prejudgment interest, and costs in the total amount of \$ _____.

- (4) On (date): _____ the court ordered that the judgment debtor named in (2) may pay the judgment described in (3) as follows:

- a. ☐ Payments of \$ _____, on the _____ day of each (month, week, other): _____ starting (date): _____, until (date of final payment): _____; amount of final payment: \$ _____
- b. ☐ Other payment schedule (specify): _____

- (5) The payments listed below, and no others, have been made on the judgment described in (3).

☐ Check here if there is not enough space below. List the date and amount of each payment on a separate page and write "SC-223, Item 5" at the top.

Date	Amount	Date	Amount	Date	Amount	Date	Amount

- (6) The total amount of the payments that have been made on the judgment described in (3) is \$ _____, and the balance due, without adding any interest after the judgment, is \$ _____.

- (7) I request interest on the judgment, in the amount of \$ _____, calculated as follows:

☐ Check here if there is not enough space below. Explain how you calculated interest on a separate page and write "SC-223, Item 7" at the top.

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

Date: _____

Type or print your name

Sign here



Default in Payments on Small Claims Judgment

General Information

If the court ordered that another plaintiff or defendant (judgment debtor) may pay a small claims judgment in payments, and that judgment debtor has not made the payments as ordered, you can ask the court to order that the full balance of the judgment is due and collectible. Here's how:

- Fill out page 1 of form SC-223, *Declaration of Default in Payment of Judgment*. Fill out a separate form for each judgment debtor who did not make payments as ordered.
- File your completed form(s) with the small claims court clerk.

The court will mail all other plaintiffs and defendants in the case copies of the *Declaration* and a blank form SC-224, *Response to Declaration of Default in Payment of Judgment*.

The judgment debtor will have 10 days to file a **Response**. Then the court will mail all plaintiffs and defendants in the case:

- A decision, or
- A notice to go to a hearing.

If the court ordered that you may make payments on a judgment, and another plaintiff, defendant, or person to whom the judgment has been assigned (judgment creditor) has filed form SC-223, *Declaration of Default in Payment of Judgment*, asking the court to order that the full balance is now due and collectible because you did not make the payments:

- If, after reading the *Declaration*, you agree with the court ordering that the amounts claimed in the *Declaration* are now due in full, you do not need to do anything.
- If you do not agree with the *Declaration* or with the court ordering that the amounts it claims are now due in full, fill out and file form SC-224, *Response to Declaration of Default in Payment of Judgment*, within 10 days after the court clerk mailed the *Declaration* to you. (This date is on the *Clerk's Certificate of Mailing*.)

To file your **Response**:

- Have your *Response* served on the judgment creditor and all other plaintiffs and defendants in your case. (See form SC-112A, *Proof of Service by Mail*.)
- File your *Response* and *Proof of Service* with the small claims court clerk.

Answers to Common Questions

When is the judgment due?

Unless the court orders otherwise, small claims judgments are due immediately. If the judgment is not paid in full within 30 days, the judgment creditor (party to whom the money is owed) can take legal steps to collect any unpaid amount. (Collection may be postponed if an appeal or a request to vacate (cancel) or correct the judgment is filed.)

When can the judgment debtor make payments?

A party who was ordered to pay a small claims judgment (judgment debtor) can ask the court for permission to make payments. If the court agrees, the party who is owed money (the judgment creditor) cannot take any other steps to collect the money as long as the payments are made on time. If payments are not made on time, the judgment creditor can ask the court to order that the remaining balance of the judgment is due and collectible.

Is interest added after the judgment?

Interest is usually added to the unpaid amount of the judgment from the date the judgment is entered until it is paid in full. Interest can only be charged on the unpaid amount of the judgment (the principal); interest cannot be charged on any unpaid interest. If a partial payment is received, the money is applied first to unpaid interest and then to unpaid principal.

When the court allows payments, the court often does not order any interest, as long as all payments are made in full and on time. Unless the judgment creditor asks for interest to be included in the order allowing payments, the judgment creditor may lose any claims for interest. But if the judgment debtor does not make full payments on time, interest on the missed payment or the entire unpaid principal.

How do I calculate interest?

If you are asking for interest or disagreeing with a request for interest, you need to explain your interest calculation. Interest may be added to the full unpaid balance of the judgment or only to payments that were not made on time. To calculate interest, show the unpaid principal balance, the dates and number of days you want the court to allow interest on that amount, and the total interest for that period. If payments were made, you will need to make separate calculations for the reduced principal balance after each payment. For more information on the applicable rate of interest and calculating the amount of interest, see *Information Sheet for Calculating Interest and Amount Owed on a Judgment* (form MC-013-INFO).



Need help? For free help, contact your county's small claims advisor:
[local info here]

Or visit selfhelp.courts.ca.gov/small-claims-advisor.

Order on Declaration of Default in Payments

Clerk stamps here when form is filed.

DRAFT
2/24/2025
Not approved by
the Judicial Council

- ① A judgment was entered in this case on (date): _____
 against (name of judgment debtor): _____
- ② On (date): _____, the court ordered that the judgment debtor named in ① may pay the judgment as follows:
- a. ☐ Payments of \$ _____, on the _____ day
 of each (month, week, other): _____
 starting (date): _____
 until (date of final payment): _____,
 amount of final payment: \$ _____
- b. ☐ The payment schedule is stated on form SC-225A, item ①.
- ③ On (date): _____ the judgment creditor (name): _____
 informed the court that the judgment debtor had not made one or more
 payments as provided in ① and asked the court to order that the
 remaining balance of the judgment is due and collectible.
- ④ ☐ On (date): _____ the judgment debtor filed a
 response to the judgment creditor's request.

Fill in the court name and street address:

Superior Court of California, County of _____

Fill in your case number and case name:

Case Number: _____

Case Name: _____

The court orders:

- ⑤ ☐ The payment order referred to in ② (check one):
- a. ☐ is terminated and the balance of the judgment is collectible.
- b. ☐ remains in effect, without modification.
- c. ☐ is modified as stated on form SC-225A, item ②.
- ⑥ ☐ The following amounts are owing on the judgment as of (date): _____
- a. ☐ Principal balance of judgment and costs included in judgment (amount): \$ _____
- b. ☐ Interest (amount): \$ _____
- ⑦ ☐ Other orders are stated on form SC-225A, item ③
- ⑧ ☐ The court will make orders on the matter after a hearing, which will take place on:

Hearing
Date

→ _____ Time: _____ Dept.: _____
 Name and address of court if different than address above: _____

Request for Accommodations



Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to courts.ca.gov/rules-forms/find-your-court-forms for Request for Accommodations by Persons With Disabilities and Response (form [MC-410](#)). (Civ. Code, § 54.8.)

Date: _____

Judicial officer _____



Need help? For free help, contact your county's small claims advisor:
 [local info here] _____

Or visit selfhelp.courts.ca.gov/small-claims-advisor.

DRAFT
2/24/2025
Not approved by
the Judicial Council

To the court clerk:

- ② I am the (*check one*):

- 3** I acknowledge that the judgment owed to (name): _____

a. ☐ The judgment has been fully paid or satisfied as to all judgment debtors.

b. ☐ The judgment has been fully paid or satisfied as to these judgment debtors only (*names and addresses of judgment debtors who have fully paid or satisfied judgment*):

Case Name:

(4) Name: _____
Mailing address: _____
Street City State Zip

Judgment creditor or assignee signs here

Instructions for form SC-290, *Acknowledgment of Satisfaction of Judgment*

(This page is not part of the *Acknowledgment of Satisfaction of Judgment* and does not need to be copied, served, or filed.)

Warning to the judgment creditor or person to whom the judgment has been assigned!

- When a small claims judgment has been fully paid or satisfied, you must file an *Acknowledgment of Satisfaction of Judgment* with the small claims court immediately.
- If the *Acknowledgment* is not filed within 14 days after the judgment debtor requests it, you may have to pay the judgment debtor damages and a penalty.

Use form SC-290 to acknowledge payment of a small claims judgment if:

- You are the judgment creditor (or assignee), and the judgment debtor has paid the full judgment (or satisfied it in another way), and
- Form EJ-001, *Abstract of Judgment—Civil and Small Claims*, has NOT been recorded for this judgment.

Use form EJ-100 to acknowledge payment if:

- The judgment debtor has paid only part of the judgment, or
- Form EJ-001, *Abstract of Judgment—Civil and Small Claims*, has been recorded.



Need help?

For free help, contact your county's small claims advisor:
[local info here]

Or visit selfhelp.courts.ca.gov/small-claims-advisor.

**Notice of Hearing on Request to
☐ Modify ☐ Terminate
Workplace Violence Restraining Order**

Clerk stamps date here when form is filed.

**DRAFT
2025-02-10
Not approved by
the Judicial Council**

Party seeking order completes items ① and ②.

① Party Seeking Modification/Termination

- a. Your Full Name: _____
- b. Your Lawyer (if you have one for this case)
Name: _____ State Bar No.: _____
Firm Name: _____
- c. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or email.)
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email Address: _____

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:**② Other Party**

- a. Full Name: _____
- b. Address (if known): _____
City: _____ State: _____ Zip: _____

③ Court Hearing

The judge has set a court hearing date. Court will fill in box below.

The current restraining order stays in effect unless terminated by the court.**Hearing
Date**→ Date: _____ Time: _____
Dept.: _____ Room: _____

Name and address of court if different from above:

_____**④ Service on Other Party**

- a. Someone age 18 or older—**not you**—must serve a copy of the following forms on the other party or parties:

- WV-600, Request to Modify/Terminate Workplace Violence Restraining Order;
- WV-610, Notice of Hearing on Request to Modify/Terminate Workplace Violence Restraining Order (this form);
- WV-620, Response to Request to Modify/Terminate Workplace Violence Restraining Order (blank copy).

The forms must be served on the other party _____ days before the hearing.



- b. **If you are the Respondent: You must have the Protected Person personally served with these forms. This requirement of personal service on the Protected Person is not a justification for you to violate the terms of the restraining order.** You must also serve the Petitioner employer. Service on the employer may be by mail.
- c. **If you are the Petitioner employer and you are requesting modification or termination other than at the request of the Protected Person: You must have the Protected Person personally served with these forms.** You must also serve the Respondent. Service on the Respondent may be by mail.
- d. **If you are the Protected Person:** The Respondent and Petitioner employer may be served with these forms by mail.
- e. The person who serves the forms must fill out either form WV-200, *Proof of Personal Service*, or form WV-250, *Proof of Service of Response by Mail* (or both). Have the person who served sign the original. Take the signed original proof-of-service form back to the court clerk for filing or bring it with you to the hearing. For help with personal service, see form WV-200-INFO, *What Is "Proof of Personal Service"?*.

Date: _____

Clerk, by _____, Deputy

To the Other Party:

If you wish to make a written response to this request to modify or terminate the current workplace violence restraining order, you may fill out form WV-620, *Response to Request to Modify/Terminate Workplace Violence Restraining Order*. File the original with the court before the hearing and have someone age 18 or older—**not you**—mail a copy of it to the other party at the address in ① at least _____ days before the hearing. Also file form WV-250, *Proof of Service of Response by Mail*, with the court before the hearing.

Request for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office for *Request for Accommodations by Persons With Disabilities and Response* (form [MC-410](#)). (Civ. Code, § 54.8.)

(Clerk will fill out this part.)

Clerk's Certificate
[seal]

—Clerk's Certificate—

I certify that this *Notice of Hearing on Request to Modify/Terminate Workplace Violence Restraining Order* is a true and correct copy of the original on file in the court.

Date: _____

Clerk, by _____, Deputy