

Superior Court of California, County of Kings

Tips for Filling Out & Handling Your Court Forms



- 1) Be sure your forms are clear and easy to read. Use blue or black ink.
- 2) Write your legal name, current address, and daytime phone number in the box at the top of the first page of each form. If you don't want to write your home address, use another address where you can get mail. The court will send your court papers to this address. See the sample provided on page two of this sheet.
- 3) If you don't have a lawyer, write "in pro per" on the "Attorney for" line on all court forms.
- 4) Fill out your forms completely and accurately. If something doesn't apply to you, write "N/A." This means "not applicable."
- 5) Sign each form where your signature is requested. **Use blue or black ink only.**
- 6) Fill out your forms one section at a time. If you have questions about a section, leave it blank until you can get your questions answered.
- 7) If you need help filling out your forms:
 - i) contact a lawyer,
 - ii) contact a legal aid clinic,
 - iii) make an appointment or "walk-in" to the Self Help Center (see the clerk for a schedule of hours/locations)
 - iv) research information at the law library
 - v) contact a typing or paralegal service (ask the clerk for a service list),
 - vi) self-help center online at www.courts.ca.gov,
 - vii) online at www.leginfo.ca.gov for assistance with California Law Codes (such as family codes, civil codes, governmental codes, etc.)
- 8) **Make copies of all your forms.**
 - How many copies do you make?
 - i) Make one copy for yourself.
 - ii) Make one copy for each party you are serving/noticing. Please note there are some forms that require additional copies to be submitted, check with the clerk's office.
 - If a form has writing on both sides:
 - i) use two separate pages to copy the 2-sided form **or**
 - ii) copy the 2-sided form (as presented in the packet provided by the court)
 - iii) All 2-sided copies must be "tumbled" or they will be rejected.
- 9) **Assemble forms prior to filing them at the clerk's office:**
 - a) Each *form*, to be filed, with multiple pages and/or attachments must be *stapled*.
 - b) Each original form must be two-hole punched at the top.
- 10) **Submit your assembled forms to the clerk's office.**

Personnel, in the Clerk's office, have been instructed not to file any papers which are not properly completed or assembled.

- 11) Keep a clean copy of all of your court papers in a folder in a safe place.
- 12) Bring your complete court file with you every time you go to the clerk's office, the Self-Help Center or your court hearing.
- 13) Whenever you make contact with the court, ensure you have your case number available.

How to complete the top portion of a Judicial Council form?

Write your legal name, current address, and daytime phone number in the box at the top of the first page of each form. If you don't want to write your home address, use another address where you can get mail. The court will utilize this address to mail your court documents.

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| FL-240 | |
| <p>ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address):</p> <p>First and last name Street address City, State and Zip Code</p> <p>TELEPHONE NO.: Telephone # FAX NO.:</p> <p>ATTORNEY FOR (Name): PRO PER</p> | |
| <p>SUPERIOR COURT OF CALIFORNIA, COUNTY OF KINGS</p> <p>STREET ADDRESS: 1426 South Drive MAILING ADDRESS: (same) CITY AND ZIP CODE: Hanford, CA 93230 BRANCH NAME:</p> | |
| <p>PLAINTIFF/PETITIONER: List party as presented in case</p> <p>DEFENDANT/RESPONDENT: List party as presented in case</p> | |
| TITLE OF FORM | <p>CASE NUMBER: Place your case # here</p> |

⚠ Notice ⚠

The Court will require the same adherence to all of the laws of the State and California Rules of Court, as if you were represented by an attorney.

Clerk personnel are not permitted to, nor will they give legal advice or help in completing any form. *Please do not ask our clerks to give you legal assistance or advice.* The Clerk of the Court and his deputies are prohibited by law from rendering legal assistance or advice in court proceedings (Sec. 24004 & 68082 Gov. code).

Persons appearing in their own behalf are responsible for preparing and presenting their pleadings in complete and proper form without legal assistance from deputies of the Superior Court Clerk's office.

Questions pertaining to legal matters or the proper completion of the appropriate forms should be answered by an attorney.