



SUPERIOR COURT OF CALIFORNIA
County of Kings
1640 Kings County Drive, Hanford, CA 93230
(559) 582-1010

PLEADING PACKET



Online Assistance: www.courts.ca.gov/selfhelp.htm
The California Courts Self-Help Center

E-file California: <https://www.kings.courts.ca.gov/online-services/online-case-filing>

Kings County Superior Court: www.kings.courts.ca.gov

Hours of Operation (Except for Court Holidays): Monday – Friday 8:00a.m. to 4:00p.m.

- Coversheet – which provides a sample of a pleading layout
- First page of pleading
- Subsequent pages (4 copies provided)

1 [Your Name]
[Your Address]
2 [City, State & Zip]
[Your Phone Number]
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4 In Pro Per
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6 SUPERIOR COURT OF THE STATE OF CALIFORNIA
7 IN AND FOR THE COUNTY OF KINGS
8

9 [Plaintiff/Petitioner's Name],)
Plaintiff/Petitioner,)
10 vs.)
[Defendant/Respondent's Name],)
11 Defendant/Respondent.)
12)
13)
14)

Case Number:

[List Your Case Number Here]

[Pleading title]

List the TITLE of Your Document Here

15 The beginning of your document needs to be started here.

16 **Important Information Regarding Filing a Pleading:**

- 17 ■ Pleading paper should be 28 lines
- 18 ■ The document must be two-holed punched at the top
- 19 ■ Paper must be 8.5 x 11 inches
- 20 ■ Margins should be one inch
- 21 ■ Body is double-spaced
- 22 ■ Quotes and Property Descriptions can be single spaced
- 23 ■ Use 12 point typeface
- 24 ■ Only use one side of the paper
- 25 ■ Number each page at the bottom of the page
- 26 ■ The title of the pleading must be at the bottom of each page
- 27 ■ All pages must be stapled
- 28 ■ If you are representing yourself, you must list yourself as "In Pro Per"
- Utilize the spacing and format demonstrated above for all first pages of your pleading
- Indent each paragraph five [5] spaces



All Pleadings Must Be Dated & Signed



26 Dated: _____

[Signature of Submitting Party]

28 ALL DOCUMENTS FILED WITH THE COURT MUST BE IN ENGLISH

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