



# Samples

## Request for Dismissal

CIV-110

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: Paul Sample FIRM NAME: STREET ADDRESS: 2036 Donner Dr. CITY: Sacramento TELEPHONE NO.: 916-123-4567 EMAIL ADDRESS: ATTORNEY FOR (Name): In Pro Per	STATE BAR NUMBER:  FOR COURT USE ONLY STATE: CA ZIP CODE: 95826 FAX NO.:
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO STREET ADDRESS: 720 Ninth Street MAILING ADDRESS: 720 Ninth Street CITY AND ZIP CODE: Sacramento, CA 95814 BRANCH NAME: Civil	
PLAINTIFF/PETITIONER: Paul Sample DEFENDANT/RESPONDENT: Peter Perpetrator and DOES 1-10	
REQUEST FOR DISMISSAL	CASE NUMBER: 34-2020-00123456 <span style="border: 1px solid black; padding: 2px;">Case Number</span>
A conformed copy will not be returned by the clerk unless this form may not be used for dismissal of a derivative class action. (Cal. Rules of Court, rules 3.760 and 3.770.)	
1. TO THE CLERK: Please dismiss this action as follows.	
a. (1) <input type="checkbox"/> With prejudice (2) <input checked="" type="checkbox"/> Without prejudice (3) <input type="checkbox"/> Without prejudice and with the court retaining jurisdiction (Code Civ. Proc. § 664.6)	
b. (1) <input type="checkbox"/> Complaint (2) <input type="checkbox"/> Petition (3) <input type="checkbox"/> Cross-complaint filed on (date): by (name): (4) <input type="checkbox"/> Cross-complaint filed on (date): (5) <input type="checkbox"/> Entire action of all parties and all causes. (6) <input checked="" type="checkbox"/> Other (specify): DOES 1-10 ONLY	
2. (Complete in all cases except family law cases.) The court <input checked="" type="checkbox"/> did <input type="checkbox"/> did not waive court fees and costs for a party in this case. (This information may be obtained from the clerk. If court fees and costs were waived, the declaration on the back of this form must be completed.)	
Date: 5/23/2021 Paul Sample	
(TYPE OR PRINT NAME OF <input type="checkbox"/> ATTORNEY <input checked="" type="checkbox"/> PARTY WITHOUT ATTORNEY) * If dismissal requested is of specified parties only, or specified causes of action only, or of specified cross-complaints only, so state and identify the parties, causes of action, or cross-complaints to be dismissed.	
(SIGNATURE) Paul Sample Attorney or party without attorney for <input checked="" type="checkbox"/> Plaintiff/Petitioner <input type="checkbox"/> Defendant/Respondent <input type="checkbox"/> Cross-Complainant	
3. TO THE CLERK: Consent to the above dismissal is hereby given. Date:	
(TYPE OR PRINT NAME OF <input type="checkbox"/> ATTORNEY <input checked="" type="checkbox"/> PARTY WITHOUT ATTORNEY) * If item 1a(3) is checked, all parties must sign. If a cross-complaint—or Response—Marriage/Domestic Partnership (form FL-120) seeking affirmative relief—is on file, the attorney for cross-complainant (respondent) must sign this consent if required by Code of Civil Procedure section 581(i) or (j).	
(SIGNATURE) Attorney or party without attorney for <input type="checkbox"/> Plaintiff/Petitioner <input type="checkbox"/> Defendant/Respondent <input type="checkbox"/> Cross-Complainant	
<input type="checkbox"/> Check here and use form MC-025 or a separate page for additional signatures. Include date, printed name, and party information.	
4. <input type="checkbox"/> Dismissal entered as requested on (date): 5. <input type="checkbox"/> Dismissal entered 6. <input type="checkbox"/> Dismissal not entered	
7. a. <input type="checkbox"/> Attorney or party without attorney for b. <input type="checkbox"/> Attorney or party without attorney for <input type="checkbox"/> a copy of this form	
Date: _____ Clerk, by _____ Deputy	
REQUEST FOR DISMISSAL	
<small>Form Adopted for Mandatory Use Judicial Council of California CIV-110 (Rev. January 1, 2025)</small>	

Request for Dismissal (CIV-110) (page 1)



PLAINTIFF/PETITIONER: Paul Sample DEFENDANT/RESPONDENT: Peter Perpetrator and DOES 1-10	CIV-110 CASE NUMBER: 34-2020-00123456 Case Number
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**COURT'S RECOVERY OF WAIVED COURT FEES AND COSTS**

If a party whose court fees and costs were initially waived has recovered or will recover \$10,000 or more in value by way of settlement, compromise, arbitration award, mediation settlement, or other means, the court has a statutory lien on that recovery. The court may refuse to dismiss the case until the lien is satisfied. (Gov. Code, § 68637.)

**Declaration Concerning Waived Court Fees**

1. The court waived court fees and costs in this action for (name): Paul Sample
2. The person named in item 1 is (check one below)
  - a.  not recovering anything of value by this action.
  - b.  recovering less than \$10,000 in value by this action.
  - c.  recovering \$10,000 or more in value by this action. (If item 2c is checked, item 3 must be completed.)
3. All court fees and court costs that were waived in this action have been paid to the court (check one)  Yes  No

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

Date: 5/23/2021      Print name and date; check "Party Making Declaration."      Signature

Paul Sample      \_\_\_\_\_

(TYPE OR PRINT NAME OF  ATTORNEY  PARTY MAKING DECLARATION)      (SIGNATURE)

If your filing fees were waived, you must complete this page of the form. If your fees were not waived, you do not need to complete the second page of this form.

CIV-110 (Rev. January 1, 2025)
REQUEST FOR DISMISSAL
Page 2 of 2



### Request for Entry of Default

CIV-100

FOR COURT USE ONLY

ATTORNEY OR PARTY WITHOUT ATTORNEY:  
 NAME: Paul Sample  
 FIRM NAME:  
 STREET ADDRESS: 2038 Donner Dr.  
 CITY: Sacramento STATE: CA ZIP CODE: 95826  
 TELEPHONE NO.: 916-123-4567 FAX NO.:  
 EMAIL ADDRESS:  
 ATTORNEY FOR (name): In Pro Per

YOUR NAME, ADDRESS, AND PHONE NUMBER. "IN PRO PER" MEANS YOU ARE REPRESENTING YOURSELF.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento  
 720 Ninth Street  
 720 Ninth Street  
 Sacramento, CA 95814  
 Civil

COURT NAME, ADDRESS, AND BRANCH.

Plaintiff: Paul Sample  
 Defendant/Respondent: Peter Perpetrator and DOES 1-10

YOUR NAME AND THE DEFENDANT'S NAME AS THEY APPEAR ON THE COMPLAINT.

REQUEST FOR (Application)  Entry of Default  Clerk's Judgment  Court Judgment

CASE NUMBER: 34-2020-00123456 Case Number

Not for use in actions under the Fair Debt Buying Practices Act (Civ. Code, § 1788.50 et seq.); (see form CIV-105)

1. TO THE CLERK: On the complaint or cross-complaint:  
 a. on (date): 1/20/2020  
 b. by (name): Paul Sample  
 c.  Enter default of defendant (names):  
 Paul Perpetrator  
 Check "Entry of Default" and/or "Clerk Judgment," depending on what you are requesting.  
 d.  I request a court judgment under Code of Civil Procedure sections 585(b), 585(c), 989, etc., against defendant (names):  
 (Testimony required. Apply to Code Civ. Proc., § 585(d).)  
 e.  Enter clerk's judgment  
 (1)  for restitution of the premises only and issue a writ of execution on the judgment. Code of Civil Procedure section 1174(c) does not apply. (Code Civ. Proc., § 1189.)  
 Include in the judgment all tenants, subtenants, named claimants, and other occupants of the premises. The Prejudgment Claim of Right to Possession was served in compliance with Code of Civil Procedure section 415.46.  
 (2)  Under Code of Civil Procedure section 585(a). (Complete the declaration under Code Civ. Proc., § 585.5 on the reverse (item 5).)  
 (3)  for default previously entered on (date):

2. Judgment to be entered.

	Amount	Balance
a. Demand of complaint	\$ 15,000.00	\$ 15,000.00
b. Statement of damages*		
(1) Special	\$	\$
(2) General	\$	\$
c. Interest	\$ 3,312.66	\$ 3,312.66
d. Costs (see reverse)	\$ 445.00	\$ 445.00
e. Attorney fees	\$	\$
f. TOTALS	\$ 18,757.66	\$ 18,757.66

If asking for a judgment, enter the amounts you are requesting. If not asking for a judgment at this time, leave these blank.

g. Daily damages were demanded in complaint at the rate of: \$ per day beginning (date):

(\* Personal injury or wrongful death actions; Code Civ. Proc., § 425.11.)

3.  (Check if filed in an unlawful detainer case.) Legal document assistant or unlawful detainer assistant information is on the reverse (complete item 11).

Date: 5/23/2021 Print Name and Date.

Paul Sample Signature

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

FOR COURT USE ONLY (1)  Default entered as requested on (date):  
 (2)  Default NOT entered as requested (state reason):

Clerk, by Deputy Page 1 of 3

Form Adopted for Mandatory Use  
 Judicial Council of California  
 CIV-100 (Rev. January 1, 2023)

REQUEST FOR ENTRY OF DEFAULT  
 (Application to Enter Default)

Code of Civil Procedure, §§ 585-587, 1169  
 www.courts.ca.gov

Request for Entry of Default (CIV-100) (page 1)



Your name and the defendant's name as they appear on the complaint.

CIV-100

Plaintiff/Petitioner: Paul Sample Defendant/Respondent: Peter Perpetrator and DOES 1-10	CASE NUMBER: 34-2020-00123456
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4. Legal document assistant or unlawful detainer assistant (Bus. & Prof. Code, § 6400 et seq.). A legal document assistant or unlawful detainer assistant  did  did not for compensation give advice or assistance with this form. If declarant has received any help or advice for pay from a legal document assistant or unlawful detainer assistant, state:

a. Assistant's name: Check "did not."

b. Street address, city, and zip code:

c. Telephone no.:

d. County of registration:

e. Registration no.:

f. Expires on (date):

5.  Declaration under Code Civ. Proc., § 585.5 (for a contract or installment sale for goods or services subject to Civ. Code, § 1801 et seq. (Unruh Act)). This action

a.  is  is not on a contract or installment sale for goods or services subject to Civ. Code, § 1801 et seq. (Unruh Act).

b.  is  is not on a conditional sales contract subject to Civ. Code, § 2981 et seq. (Rees-Levering Motor Vehicle Sales and Finance Act).

c.  is  is not on an obligation for goods, services, loans, or extensions of credit subject to Code Civ. Proc., § 395(b).

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

a.  not mailed to the following defendants, Check box next to 6b and insert date of mailing, name of defendant, and address where served. by (names):

b.  mailed first-class, postage prepaid, in a sealed envelope addressed to each defendant's attorney of record or, if none, to each defendant's last known address as follows:

(1) Mailed on (date): 5/23/2021

(2) To (specify names and addresses shown on the envelope):  
Peter Perpetrator  
11 Main St. #22  
Sacramento, CA 95814

I declare under penalty of perjury that the foregoing items 4, 5, and 6 are true and correct.

Date: 5/23/2021 Print name and date.

Paul Sample  
(TYPE OR PRINT NAME)

Signature  
(SIGNATURE OF DECLARANT)

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

a. Clerk's filing fees	\$ 385.00
b. Process server's fees	\$ 80.00
c. Other (specify):	\$
d.	\$
e. TOTAL	\$ 445.00

f.  Costs and disbursements are waived.

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

Amount paid for filing and process server fees; total.

I declare under penalty of perjury that the foregoing item 7 is true and correct.

Date: 5/23/2021 Print name and date.

Paul Sample  
(TYPE OR PRINT NAME)

Signature  
(SIGNATURE OF DECLARANT)

CIV-100 (Rev. January 1, 2023) REQUEST FOR ENTRY OF DEFAULT Page 2 of 3

Request for Entry of Default (CIV-100) (page 2)



CIV-100	
Plaintiff/Petitioner: Paul Sample Defendant/Respondent: Peter Perpetrator and DOES 1-10	CASE NUMBER: 34-2020-00123456

**8. Declaration of nonmilitary status (required for a judgment).**  
No defendant/respondent named in item 1c is in the military service of the United States as defined by either the Servicemembers Civil Relief Act (see 50 U.S.C. § 3911(2)) or California Military and Veterans Code sections 400 and 402(f).

I know that no defendant/respondent named in item 1c is in the U.S. military service because (check all that apply):

- a.  the search results that I received from <https://scra.dmdc.osd.mil/> say the defendant/respondent is not in the U.S. military service.
- b.  I am in regular communication with the defendant/respondent and know that they are not in the U.S. military service.
- c.  I recently contacted the defendant/respondent, and they told me that they are not in the U.S. military service.
- d.  I know that the defendant/respondent was discharged from U.S. military service on or about (date):
- e.  the defendant/respondent is not eligible to serve in the U.S. military because they are:
  - incarcerated  a business entity
- f.  other (specify):

You must verify that the defendant is not currently in the military before obtaining a judgment by default.

Choose the box that explains how you learned that defendant is not in the military.

**Note**

- U.S. military status can be checked online at <https://scra.dmdc.osd.mil/>.
- If the defendant/respondent is in the military service, or their military status is uncertain, the defendant/respondent is entitled to certain rights and protections under federal and state law before a judgment by default is entered.
- For more information, see <https://selfhelp.courts.ca.gov/military-defaults>.

Request for Entry of Default (CIV-100) (page 3)



## Declaration re Interest

ATTORNEY (OR PARTY WITHOUT ATTORNEY) (Name) <b>Paul Sample</b>		FOR COURT USE ONLY <b>MC-030</b>	
2036 Donner Dr. Sacramento, CA 95826 TELEPHONE NO. 916-123-4567 E MAIL ADDRESS (Optional) FAX NO (Optional)		Your name, address, and phone number. "In Pro Per" means you are representing yourself.	
PETITIONER (Name) <b>In Pro Per</b>		Court name, address, and branch.	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF <b>Sacramento</b> STREET ADDRESS: <b>720 Ninth Street</b> MAILING ADDRESS: <b>720 Ninth Street</b> CITY AND ZIP CODE: <b>Sacramento, CA 95814</b> BRANCH NAME: <b>Civil</b>		Your name and the defendant's name as they appear on the complaint.	
PLAINTIFF/PETITIONER: <b>Paul Sample</b>		DEFENDANT/RESPONDENT: <b>Peter Perpetrator</b>	
DECLARATION		CASE NUMBER: <b>34-2020-00123456</b>	

**Case Number**

**DECLARATION RE INTEREST**

I, **Paul Sample**, declare that the following is true and correct, and if called as a witness, I could competently testify to the matters hereinafter set forth which are within my personal knowledge.

Interest is the amount of \$3312.66 accrued on the principal sued for, \$15,000, at the rate of 10% per annum from March 17, 2019. I computed this amount at \$4.11 per day for 806 days for the total interest accrued as of this date of \$3312.66.

If you are requesting pre-judgment interest, use the "Declaration" form to explain how you calculated the amount.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  
 Date: **5/23/2021**

**Paul Sample** (Print name and date.) **Paul Sample** (Sign and mark box.)

Attorney for  
 Respondent  
 Plaintiff  
 Petitioner  
 Defendant  
 Other (Specify):

Form Approved for Optional Use  
 Judicial Council of California  
 MC-030 (Rev. January 1, 2009)

DECLARATION Page 1 of 1

Declaration re Interest (MC-030)



### Judgment by Default By Clerk

ATTORNEY OR PARTY WITHOUT ATTORNEY (NAME)  
**Paul Sample**

2036 Donner Dr.  
 Sacramento, CA 95826  
 TELEPHONE NO. 916-123-4567  
 ATTORNEY FOR (Name) **In Pro Per**

YOUR NAME, ADDRESS, AND PHONE NUMBER. "In Pro Per" MEANS YOU ARE REPRESENTING YOURSELF.

FOR COURT USE ONLY

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SUPERIOR COURT OF CALIFORNIA  
 COUNTY OF SACRAMENTO  
 720 Ninth Street, Room 102  
 Sacramento, CA 95814-1380  
 (916) 874 5522

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Case Title  
**Sample v Perpetrator**

Case No. **34-2020-00123456** **Case Number**

**JUDGMENT BY DEFAULT BY CLERK**

Short title of the case, usually the parties' last names.

In this action, the defendant(s) hereinafter named, having been sued herein for the recovery of money only, having been personally served with summons and a copy of complaint; having failed to appear and answer the complaint within the time allowed by law, and upon application of plaintiff(s), default of said defendant(s) having been entered;

Acknowledgment of credit was made in the sum of \$ **0.00**

The amount of any payments received since the lawsuit was filed.

Judgment is hereby entered that plaintiff(s): **Paul Sample**  
(NAME OF PLAINTIFF(S))

Recover from defendant(s): **Peter Perpetrator**  
(NAME OF DEFENDANT(S))

Principal:	\$	15,000.00
Interest (pursuant to declaration)	\$	3,312.66
Costs	\$	445.00
Attorney Fees	\$	0.00
<b>Total</b>	<b>\$</b>	<b>18,757.66</b>

Enter the amounts as appropriate. These should match the amounts listed on Request for Entry of Default (CIV-100).

It is so ordered.

DATE \_\_\_\_\_ DEPUTY CLERK \_\_\_\_\_

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**JUDGMENT BY DEFAULT BY CLERK**

LOCAL CASE FORMS (Buy Online)  
**CEB Essential Forms**  
ceb.com

Judgment by Default by Clerk (Sacramento Local Form CVE-121)



### Declaration Attaching Written Agreement

MC-030	
<p>ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):  <b>Paul Sample</b></p> <p>2036 Donner Dr.          Sacramento, CA 95826  <small>(ELECTRONIC MAIL)</small></p> <p>TELEPHONE NO: 916-123-4567</p> <p>EMAIL ADDRESS (Optional)</p> <p>ATTORNEY FOR (Name): <b>In Pro Per</b></p> <p>SUPERIOR COURT OF CALIFORNIA, COUNTY OF <b>Sacramento</b></p> <p>STREET ADDRESS: 720 Ninth Street          MAILING ADDRESS: 720 Ninth Street          CITY AND ZIP CODE: Sacramento, CA 95814          BRANCH NAME: <b>Civil</b></p> <p>PLAINTIFF/PETITIONER: <b>Paul Sample</b></p> <p>DEFENDANT/RESPONDENT: <b>Peter Perpetrator and DOES 1-10</b></p>	<p>FOR COURT USE ONLY</p>
<p>DECLARATION</p>	
<p>CASE NUMBER: 34-2020-00123456</p>	

Attached hereto is a true and correct copy of the Written Agreement in this matter.

If you did not include a copy of your written agreement with your complaint when you began this lawsuit, you will need to provide a copy to the court. You may use this form as a cover page for the contract.

Case Number

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

Date: 5/23/2021

Paul Sample      Paul Sample

Attorney for     Plaintiff     Petitioner     Defendant  
 Respondent       Other (Specify):

Form Approved for Optional Use  
 Judicial Council of California  
 MC-030 (Rev. January 1, 2005)      **CEB Essential Forms**      **DECLARATION**      Page 1 of 1

### Optional: Declaration Attaching Written Agreement