
Notice of Automatic Stay

Filing for bankruptcy immediately stops all attempts to collect debts included in the bankruptcy from you, including lawsuits. This is known as the “automatic stay.”

Perhaps you have been sued, and are planning to file for bankruptcy. Or maybe you are already in bankruptcy, and you have received a summons and complaint. Either way, you need to let the plaintiff and the Superior Court know about the bankruptcy so the state case is put on hold. The federal court trumps the state court, but the only way the state court will know about the bankruptcy and stay is if you file a [Notice of Stay of Proceedings](http://www.courtinfo.ca.gov/forms/fillable/cm180.pdf)

(<http://www.courtinfo.ca.gov/forms/fillable/cm180.pdf>) (CM-180). This guide explains the process and contains a sample of the *Notice of Stay of Proceedings* (CM-180) and accompanying [Proof of Service](http://www.courtinfo.ca.gov/forms/fillable/pos030.pdf) (<http://www.courtinfo.ca.gov/forms/fillable/pos030.pdf>) (POS-030).

Templates and Forms

- [Notice of Stay of Proceedings \(CM-180\)](https://www.courtinfo.ca.gov/forms/fillable/cm180.pdf) (<https://www.courtinfo.ca.gov/forms/fillable/cm180.pdf>)
- [Proof of Service by Mail \(POS-030\)](https://www.courtinfo.ca.gov/forms/fillable/pos030.pdf) (<https://www.courtinfo.ca.gov/forms/fillable/pos030.pdf>)

You will need a copy of the first page of your Petition for Bankruptcy, stamped by the court and showing your case number. Using the information from your bankruptcy case, fill out the *Notice of Stay of Proceedings* (CM-180), attach the copy of the Petition for Bankruptcy (first page), and file and serve it in the state court case. If you have not yet responded to the state court case, you may want to file an Answer along with this notice to protect yourself in case the bankruptcy is dismissed.

Related Step by Step Guides

- [Responding to a Lawsuit](https://www.saclaw.org/resource_library/responding-to-a-lawsuit/) (https://www.saclaw.org/resource_library/responding-to-a-lawsuit/)
- [Answer: Contract](https://www.saclaw.org/resource_library/answer-contract/) (https://www.saclaw.org/resource_library/answer-contract/)

More Resources:

- [Bankruptcy Topic Page](https://saclaw.org/legal_topic/bankruptcy/) (https://saclaw.org/legal_topic/bankruptcy/)

Step by Step Instructions

1 Complete the Required Forms

The Judicial Council forms commonly used in this procedure are

- [Notice of Stay of Proceedings](http://www.courtinfo.ca.gov/forms/fillable/cm180.pdf) (<http://www.courtinfo.ca.gov/forms/fillable/cm180.pdf>) (CM-180)
- [Proof of Service](http://www.courtinfo.ca.gov/forms/fillable/pos030.pdf) (<http://www.courtinfo.ca.gov/forms/fillable/pos030.pdf>) (POS-030)

You will also need a copy of your filed Petition for Bankruptcy (first page), showing the date you filed and the bankruptcy case number.

Sample filled-in forms with instructions are available at the end of this Guide.

2 Prepare Response to State Lawsuit, if Needed

If you have not already filed a response (such as an answer) in the state lawsuit, prepare a response. Contact the Law Library or an attorney for more information about this step.

If you are a Sacramento County resident, or have a [qualifying](https://saclaw.org/self-help/civil-self-help-center/cshc-services/) (<https://saclaw.org/self-help/civil-self-help-center/cshc-services/>) case in the Sacramento County Superior Court, SH@LL, the Law Library's self-help service, may be able to assist you with preparing the response. For more information, see our [SH@LL \(Self Help @ the Law Library\) page](https://saclaw.org/services/civil-self-help/) (<https://saclaw.org/services/civil-self-help/>).

3 Make Copies

Make four (4) copies of your *Notice of Automatic Stay* (CM-180) and the file-stamped copy of your Petition for Bankruptcy (first page). One of these copies is to be served on the other side's attorney (or the other party, if the other side does not have an attorney); the original and the other three copies are to be filed with the court. Staple each of the copies, but leave the original unstapled. Sacramento County Superior Court uses an electronic filing system in which

documents are scanned in electronically. Stapled originals are not accepted because the staple will jam in the scanner, damaging both the document and the scanner.

If you are filing an Answer or other response, make four (4) copies of that as well, in the same manner.

4 Have Your Documents Served

The person who is serving your Notice of Automatic Stay for you must complete a proof of service form, typically, either a *Proof of Personal Service* (POS-020) or a *Proof of Service by First Class Mail* (POS-030). For more information on these proofs of service, see our Guides on [Personal Service](https://www.saclaw.org/resource_library/personal-service/) (https://www.saclaw.org/resource_library/personal-service/) and [Service by Mail](https://www.saclaw.org/resource_library/serving-documents-by-mail/) (https://www.saclaw.org/resource_library/serving-documents-by-mail/).

The Proof of Service form should be completely filled out, but not signed. **Make a copy of the unsigned Proof of Service form before proceeding.**

The server must then personally deliver or mail a copy of the Notice and Petition along with a copy of the unsigned Proof of Service on the opposing attorney or self-represented litigant. The unsigned Proof of Service form can be included as the last page of the packet.

The person doing the serving then signs the Proof of Service form, and gives the signed Proof of Service to you.

If you are filing an Answer, have them deliver or mail it as well, and fill out a separate Proof of Service for it.

5 File Your Documents

The Notice of Automatic Stay documents are filed in the drop box at the Tani G. Cantil-Sakauye Courthouse at 500 G Street, Second Floor, Sacramento CA 95814. Fill out and attach the [Civil Document Drop-Off Sheet](https://www.saccourt.ca.gov/forms/docs/cv-drop-off-sheet.pdf) (<https://www.saccourt.ca.gov/forms/docs/cv-drop-off-sheet.pdf>), and date stamp the back of the original packet. A supply of *Civil Document Drop-Off Sheets* and a date stamp are located near the drop box. Following the instructions posted at the drop box, place the unstapled original

document packet plus three copies of the packet in the drop box, along with a check or money order for the filing fee, if any. **Provide the court with a self-addressed stamped envelope with sufficient postage to facilitate the return of your documents to you.**

The remaining copies of the packet, if any, are for the filing party's records. The court will process the paperwork, and return two copies, stamped "Endorsed/Filed," to the filing party. The court will retain the original papers for its file.

Put the original signed *Proof of Service* (POS-030) with your original signed set of papers.

If you are filing an Answer at the same time, file the Answer and its Proof of Service in the same manner.

You May Qualify for a Fee Waiver

Fees: If the *Notice of Automatic Stay* is the first paper you have filed in this case, or if you are filing an Answer along with the *Notice*, there will be a fee, currently ranging from \$225-\$435.

Current fees can be found on the [Sacramento County Court Fee Schedule](#)

(<https://www.saccourt.ca.gov/fees/docs/fee-schedule.pdf>).

If you are low income or receive government benefits, you may qualify for a fee waiver. See our [Fee Waiver guide](#) (https://www.saclaw.org/resource_library/fee-waiver/) for more information.

For help

For help with bankruptcy:

Bankruptcy Pro Se Assistance Desk

Federal Courthouse, 501 I Street, 3rd Floor, Room 3-210

Fridays, 9:00 a.m. to 12:00 p.m.

Services provided: A volunteer attorney can help select bankruptcy forms, explain your rights and duties during bankruptcy, and answer questions about procedures.

Debt Collection Defense and Bankruptcy Clinic (Capitol Pro Bono)

517 12th Street

916-551-2102

Services provided: Capitol Pro Bono is a nonprofit agency that provides free civil legal assistance

to low-income people in Sacramento and surrounding counties. Services include assistance with bankruptcy and other legal problems associated with collection of debts.

Community Legal Services - McGeorge School of Law - Bankruptcy Clinic

916-340-6080

Services provided: Low-income clients are provided legal representation in Chapter 7 proceedings; dischargeability proceedings; and legal advice regarding debt collection issues. Intake is open only during certain times of the year, generally the first two weeks of January and July.

For help responding to a civil Summons and Complaint:

[SH@LL \(Self-Help at the Law Library\)](https://saclaw.org/services/civil-self-help/) (<https://saclaw.org/services/civil-self-help/>)

609 9th Street, Sacramento CA 95814
(916) 476-2731 (Appointment Request Line)

Services Provided: SH@LL provides general information and basic assistance to self-represented litigants on a variety of legal issues. All assistance is provided by telephone. Visit [“What we can help with](https://saclaw.org/services/civil-self-help/#canhelp) (<https://saclaw.org/services/civil-self-help/#canhelp>)” for a list of qualifying cases.

Eligibility: Must be a Sacramento County resident or have a [qualifying case](https://saclaw.org/services/civil-self-help/#who) (<https://saclaw.org/services/civil-self-help/#who>) in the Sacramento County Superior Court.

Samples

CM-180

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar No., Telephone No., Fax No., E-Mail Address) Damon Defendant 123 Oak St Sacramento, CA 95814 TELEPHONE NO.: 916-555-1212 FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): In Pro Per	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sac STREET ADDRESS: 720 Ninth St. MAILING ADDRESS: CITY AND ZIP CODE: Sacramento, CA 95814 BRANCH NAME: Gordon D. Schaber Sacramento County Courthouse	
PLAINTIFF/PETITIONER: Acme Credit, Inc. DEFENDANT/RESPONDENT: Damon Defendant	
NOTICE OF STAY OF PROCEEDINGS	CASE NUMBER: 34-2010-00012345 JUDGE: Smith DEPT.: 1

To the court and to all parties:

1. Declarant (name): Damon Defendant

a. is the party the attorney for the party who requested the stay.

b. is the plaintiff or petitioner the attorney for the plaintiff or petitioner. The party who requested the stay has not appeared in this case or is not subject to the jurisdiction of this court.

2. This case is stayed as follows:

a. With regard to all parties.

b. With regard to the following parties (specify by name):

3. Reason for the stay:

a. Automatic stay caused by a filing in another court. (Attach a copy of the Notice of Commencement of Case, the bankruptcy petition, or other document showing that the stay is in effect, and showing the court, case number, debtor, and petitioners.)

b. Order of a federal court or of a higher California court.

c. Contractual arbitration under Code of Civil Procedure section 1712.2 (Attaching copy of arbitration agreement.)


d. Arbitration of attorney fees and costs under Business and Professions Code section 6201. (Attach a copy of the client's request for arbitration showing filing and service.)

e. Other:

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

Date: November 24, 2010

Damon Defendant
(TYPE OR PRINT NAME OF DECLARANT)


(SIGNATURE)

Enter the date and type your name

Sign your name

Enter your name, address, and phone number

Enter "In Pro Per" (indicating you do not have a lawyer)

Enter address and branch name of courthouse where your case is being heard

Enter name of plaintiff (the other party) and your name (defendant)

Enter your name and check (a) and "the party"

Enter your case number. If known, enter Judge's name and department number.

If you are the only defendant, check (a). If not, check "b" and enter your name

Check (a) and attach the file-stamped Bankruptcy Petition (first page)

Notice of Stay of Proceedings (CM-180) (page 1)



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United States Bankruptcy Court
Northern District of California

Voluntary Petition

Name of Debtor (if individual enter Last, First, Middle):
Name of Joint Debtor (Spouse) (Last, First, Middle):

All Other Names used by the Debtor in the last 8 years (include married, maiden, and trade names):
All Other Names used by the Joint Debtor in the last 8 years (include married, maiden, and trade names):

Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN) No./Complete EIN (if more than one, state all):
Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN) No./Complete EIN (if more than one, state all):

Street Address of Debtor (No. and Street, City, and State):
Street Address of Joint Debtor (No. and Street, City, and State):

County of Residence or of the Principal Place of Business:
County of Residence or of the Principal Place of Business:

Mailing Address of Debtor (if different from street address):
Mailing Address of Joint Debtor (if different from street address):

Location of Principal Assets of Business Debtor (if different from street address above):

Type of Debtor (Form of Organization) (Check one box):
Nature of Business (Check one box):
Chapter of Bankruptcy Code Under Which the Petition is Filed (Check one box):

Nature of Debts (Check one box):

Filing Fee (Check one box):
Chapter 11 Debtors

Statistical/Administrative Information

Estimated Number of Creditors

Estimated Assets

Estimated Liabilities

DEBTOR: 10-118-01285-235-00-C-7
CODEBT: 1
DEBTOR IS PRO SE
JUDGE: HON. C. KLEIN
TRUSTEE: G. FARRAR
341 MEETINGS (Tentative Setting):
2018. 08:00AM - mod2
[.....] meeting notice to be mailed
CHAPTER: 7 COUNTY: SAN JOAQUIN
FILED 2/18/10 - 2:27 PM
RELIEF ORDERED
CLERK, U.S. BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA
RECEIPT NO: 9-10-01285 235 00

Notice of Stay of Proceedings (CM-180) (page 2)



POS-030

<p>ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): Damon Defendant 123 Main St. Sacramento, CA 95814</p> <p>TELEPHONE NO.: 916-555-1212 FAX NO. (Optional):</p> <p>E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): In Pro Per</p> <p>SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: 720 Ninth St. MAILING ADDRESS: CITY AND ZIP CODE: Sacramento, CA 95814 BRANCH NAME: Gordon D. Schaber Sacramento County Courthouse</p> <p>PETITIONER/PLAINTIFF: Acme Credit Inc</p> <p>RESPONDENT/DEFENDANT: Damon Debtor</p> <p style="text-align: center;">PROOF OF SERVICE BY FIRST-CLASS MAIL—CIVIL</p>	<p style="text-align: center;">FOR COURT USE ONLY</p>
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-2010-00012345

(Do not use this Proof of Service to show service of a Summons and Complaint.)

- I am over 18 years of age and not a party to this action. I am a resident of or employed in the county where the mailing took place.
- My residence or business address is:
 789 Elm St.
 Sacramento, CA 95814
- On (date): Oct. 15, 2010 I mailed from (city and state): Sacramento, CA
 the following documents (specify):
 Notice of Stay of Proceedings

The documents (form POS-030) of Service by First-Class Mail—Civil (Documents Served)

4. I served the documents by enclosing them in an envelope and (check one):
 a. depositing the sealed envelope with the United States Postal Service with the postage fully prepaid.
 b. placing the envelope for collection and mailing following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business in a sealed envelope with postage fully prepaid.

5. The envelope was addressed and mailed as follows:
 a. Name of person served: Anna Attorney
 b. Address of person served:
 The Law Offices of Anna Attorney
 456 First St.
 Sacramento, CA 95814

The name and address of each person to whom I mailed the document by First-Class Mail—Civil (Persons Served) (POS-030(P)).

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

Date: Oct. 15, 2010

Susan Server

(TYPE OR PRINT NAME OF PERSON COMPLETING THIS FORM) (SIGNATURE OF PERSON COMPLETING THIS FORM)

PROOF OF SERVICE BY FIRST-CLASS MAIL—CIVIL
(Proof of Service)

Code of Civil Procedure, §§ 1013, 1013a
www.courtinfo.ca.gov

Notice of Stay of Proceedings - Proof of Service

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