

# Copying and Filing Checklist

For your convenience, check off each step as you have made each copy. This list is in the order that the court is expecting to see your documents. This will allow you to make sure your documents are ready for filing prior to your arrival at court to file them.

Filings may be made in person by placing in court's drop box.

When papers are filed with the court, please observe the following guidelines:

## 1st Floor Drop Box Availability

- 720 9th Street, Lobby
- 7:00 a.m. to 6:00 p.m.
- All documents placed in the drop box must be time-stamped. If properly submitted before 5:00 p.m., the document will be deemed filed on the date of deposit. Any document submitted after 5:00 p.m. will be deemed filed the next court business day. The depository is available for anyone seeking to file documents with the court.
- Pleadings will not be filed unless they comply with California Rules of Court, [Rule 2.100 et. seq.](#)
- Exhibits must be as legible as original typing or printing.
- All papers presented for filing must be pre-punched in the standard two-hole position.
- An original and one copy must be submitted, and only two copies of each document will be conformed (stamped "Endorsed/Filed" and given a case number. You will need to serve one of these copies on the defendant).

**Filing:** File your documents with copies at 720 9<sup>th</sup> Street, Sacramento, CA 95814. You will have to fill out the [drop box cover 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>) (bright green). If you are not requesting a fee waiver, be prepared to pay your filing fee of \$225 if you have a limited case (under \$25,000.00) or \$435 if your case is unlimited (over \$25,000.00). Cash, checks, and credit cards are accepted. When you file, your case will be assigned a case number.

	Document(s)	Copies	Notes
q	<b>Request to Waive Court Fees (FW-001)</b>	q Original (no staple) q First Copy (stapled) q Second Copy (stapled)	Only included if you are requesting filing fees to be waived by the court.
q	<b>Order on Court Fee Waiver (FW-003)</b>	q Original (no staple) q First Copy (stapled) q Second Copy (stapled)	Only included if you are requesting filing fees to be waived by the court.
q	<b>New Complaint Packet.</b> Consists of: q Civil Case Cover Sheet ( <a href="#">CM -010</a> ) q Summons ( <a href="#">SUM - 100</a> ) q Complaint	q Original (no staple) q First Copy (stapled) q Second Copy (stapled)	The complaint, causes of action and other exhibits are considered one document.

**THIS IS JUST THE FIRST STEP.** Be sure to complete the subsequent steps of serving Summons and Complaint.

# Serving a Civil Summons and Complaint

Service is a formal way of giving copies of all court documents to all parties in a case. It is a very important step at all stages of lawsuit because it notifies the parties of the existence of a court case, and of all actions taken in the case. A case cannot move forward until documents are served.

**You cannot serve your own documents.  
Documents must be served by someone over the age of 18  
who is not a party to your case.**

You have three options for having your papers served. Personal Service is required when serving a Summons and Complaint. Because of this, many parties will elect to hire a professional to ensure proper personal service. Your options for hiring someone to serve your documents are:

1. The Sacramento Sheriff's Civil Bureau  
<http://www.sacsheriff.com/Pages/Organization/CorrectionalCourt/civil.aspx>
2. A registered process server (directory of process servers available at [www.calspro.org](http://www.calspro.org))
3. An individual over the age of 18 who is not a party to your case (a friend may do this for free).

	<b>Make sure you have the following documents ready to serve</b>	<b>Served Defendant(s)</b>	<b>File Proof of Service with Court</b>
q	<ul style="list-style-type: none"> <li>· CIVIL CASE COVER SHEET (<a href="#">CM-010</a>)</li> <li>· SUMMONS (<a href="#">SUM -100</a>)</li> <li>· COMPLAINT</li> <li>· NOTICE OF CASE MANAGEMENT CONFERENCE (Only if court provided you a copy before service)</li> </ul>	<p>q Individual (You must serve each defendant in your case)</p> <p>q Business (if a corporation or LLC you must serve the agent for service of process)</p> <p>You may visit the California Secretary of State's website at <a href="http://www.kepler.sos.ca.gov">www.kepler.sos.ca.gov</a> to find the Business's agent for service of process.</p> <p>Sole Proprietors or General Partners can be sued as individuals.</p>	<p>q Make two copies of the completed Proof of service (<a href="#">POS-010</a>), signed by the server.</p> <p>q File the original plus the two copies with the court.</p>