

LIMITED JURISDICTION-COLLECTIONS

Civil Actions

PACKET

What you will find in this packet:

- **Interpreter Request (MC-300e&s)**
- **Notice To Plaintiffs (CV-659g-INFO)**
- **Notice To Defendants (CV-659h-INFO)**
- **Answer – Contract (PLD-C-010)**
- **Case Management Statement (CM-110)**
- **Case Questionnaire–Form Limited Civil Cases (DISC-010)**
- **Issue Conference Statement (CV-659c)**
- **Alternative Dispute Resolution (ADR) Information (CV-659e-INFO)**

You Can Get Court Forms FREE at: www.cc-courts.org/forms

Superior Court of California, County of Contra Costa

Interpreter Request

If you need an interpreter, please complete the form below and submit it to any Filing Window or courtroom.

Case Number: _____

Case Type:

☐ Criminal

☐ Small Claims – (\$12,500 or less)

☐ Traffic

☐ Civil - ☐ \$25,000 ☐ over \$25,000

☐ Civil Harassment

☐ Civil – Other _____

☐ Conservatorship

☐ Family Law

☐ Proceedings to terminate parental rights

☐ Unlawful Detainer

☐ Dependent Adult Abuse

☐ Guardianship

☐ Juvenile

☐ Elder Abuse

Party Requesting Interpreter: _____

Is interpreter for a witness? ☐ Yes ☐ No

Phone Number(s) where party can be reached: _____

Date of Hearing: _____ Time of Hearing: _____

Department: _____ Location: ☐ Martinez ☐ Pittsburg ☐ Richmond ☐ Walnut Creek

Language Needed: ☐ Spanish ☐ Mandarin ☐ Cantonese ☐ Vietnamese

☐ Other: _____

To avoid the risk that your hearing will have to be postponed, please submit this form a minimum of one week in advance.

Current information about this program is available at our website:

www.cc-courts.org/interpreter

Superior Court of California, County of Contra Costa

Solicitud Para Intérprete

Si necesita un intérprete, favor completar este formulario y presentarlo en cualquier ventanilla para archivar documentos o con la secretaria del tribunal.

Número de Caso: _____

Tipo de Caso:

- | | |
|--|--|
| ☐ Criminal | ☐ Demanda Civil – (\$12,500 o menos) |
| ☐ Tráfico | ☐ Demanda Civil -
☐ \$25,000 ☐ más de \$25,000 |
| ☐ Acoso Civil | ☐ Civil – otro tipo _____ |
| ☐ Conservador | ☐ Casos de Familia |
| ☐ Casos para Terminar Derechos de Madre o Padre | ☐ Juicio de Desalojo |
| ☐ Abuso de Adultos Incapacitados | ☐ Tutela |
| ☐ Tribunal de Menores | ☐ Abuso de Personas Mayores |

Persona que Necesita Intérprete: _____

☐ Marque aquí si esta persona es un testigo

Número Telefónico: _____

Fecha de la Audiencia Judicial: _____ Hora: _____

Departamento: _____ Ciudad: ☐ Martinez ☐ Pittsburg ☐ Richmond ☐ Walnut Creek

Idioma Solicitado: ☐ Español ☐ Mandarín ☐ Cantonés ☐ Vietnamita

☐ Otro Idioma: _____

Para evitar la posibilidad que su audiencia sea aplazada, favor the presentar este formulario al menos una semana antes de la fecha de su audiencia.

Información actualizada acerca de este servicio se encuentra en nuestra página web:
www.cc-courts.org/interpreter

Superior Court of California, County of Contra Costa

NOTICE TO PLAINTIFFS

In Limited Jurisdiction Collections Actions

AFTER YOU FILE YOUR COURT CASE:

1. Have one full set of the forms the clerk gives you served on all defendants in this case. These forms are:

- a. The Complaint
- b. The Summons
- c. The Notice to Defendants (*Local Court Form CV-659h-INFO*)
- d. Blank: Answer-Contract (*Judicial Council form PLD-C-010*)
- e. Blank: Case Management Statement (*Judicial Council form CM-110*)
- f. Blank: Issue Conference Statement (*Local Court Form CV-659c*)
- g. Alternative Dispute Resolution (ADR) Information (*Local Court Form CV-659e-INFO*)
- h. Blank: Case Questionnaire for Limited Civil Cases (*Judicial Council Form DISC-010*)

NOTE: You always have to serve the blank Case Questionnaire form on the defendant. Depending upon what you think is best for your case, you may decide to fill out the Case Questionnaire and serve it on the defendant. If you choose to fill out this form, you must serve both your completed form and the blank copy of the form on the defendant. Do not file your completed copy of the Case Questionnaire form at court.

2. Prove you served your court papers on time. Your server (not you) must fill out a Proof of Service, (*Judicial Council Form POS-010*). You must file this form at court within 180 days of the day you filed the case.

3. Consider using mediation, arbitration, or neutral case evaluation (ADR) to resolve the dispute. All parties must answer questions about ADR on the *Case Management Statement* form. For more information, see the enclosed ADR information, visit www.cc-courts.org/adr, email adrweb@contracosta.courts.ca.gov or fax (925) 608-2109.

4. What happens next?

- a. If the defendant does file an answer, the court will send you a notice telling you the date for your case management conference.
- b. If the defendant does not file an answer, you will have to follow the timelines described in California Rules of Court 3.740, and Local Court Rule; Title Three.

NOTE: If parties miss these deadlines, a judge might issue an order (*Order to Show Cause*) for them to explain in court why they should not have to pay a fine or have their case dismissed.

VIEW LOCAL COURT RULES AT: (WWW.CC-COURTS.ORG/RULES)

Superior Court of California, County of Contra Costa

NOTICE TO DEFENDANTS
In Limited Jurisdiction Collections Actions

ALL FORMS MENTIONED HERE ARE JUDICIAL COUNCIL FORMS UNLESS IT SAYS OTHERWISE

YOU ARE BEING SUED. The packet you have been served should contain this notice and:

- The Summons
- The Complaint
- Blank: Answer-Contract - Form PLD-C-010
- Blank: Case Management Statement - Form CM-110
- Alternative Dispute Resolution (ADR) Information - Local Court Form CV-659e-INFO
- Blank: Case Questionnaire for Limited Civil Cases - Form DISC-010

NOTE: Fill out this form only if the plaintiff served you with a filled-out Case Questionnaire. You must serve your completed form on the plaintiff. Do not file the Case Questionnaire at court.



WHAT DO I DO NOW?



- 1. Prepare your response.** If you do not file a response on time, YOU WILL NOT GET A COURT DATE, AND WILL PROBABLY LOSE YOUR CASE. Your response includes an Answer (Form PLD-C-010). It may also include any motions and/or a cross-complaint. See the back of this form for general instructions.
- 2. File and serve your response ON TIME.** File at court 1 original and 2 copies of all the papers you prepared. An adult who is not involved in your case must serve one set of all filed documents on the plaintiff. You have 30 days to file a response if you were served in person. You have 40 days if the server left a copy of the papers with an adult living at your home or an adult in charge at your work.
- 3. Prove you served your response on time.** Your server (not you) must fill out a Proof of Service (Form POS-040). You must file the completed form at court before your court date.
- 4. The court will give you a hearing date after you file your papers.** At this hearing, you, the plaintiff and the judge talk about how the case will be managed. You must go to this hearing, but it is not the trial.
- 5. Fill out, serve, and file a case management statement (Form CM-110) 15 days before your court date.**
- 6. Consider using mediation, arbitration, or neutral case evaluation (ADR) to resolve your dispute.** For more information, read the enclosed ADR information, visit www.cc-courts.org/adr, or email adrweb@contracosta.courts.ca.gov.

IMPORTANT!

- ▶ If you do not file a response, the judge will probably decide the plaintiff is right, and you will lose the case. You will have to pay the money owed, and may have to pay the plaintiff's legal costs and attorney fees.
- ▶ The court recommends consulting an attorney for all or part of your case. Lawsuits can be complicated, and the court cannot give you legal advice.

COURT FEES: You must pay court fees the first time you file your papers. The filing fee is \$225 if you are being sued for \$10,000 or less and \$370 if more than \$10,000. If you also file a motion, you must pay another fee (\$40). **If you cannot afford the fees**, you may ask the court on Forms FW-001 and FW-003 to waive (allow you not to pay) fees. The instructions for fee waivers are on Form FW-001-INFO.

WHERE CAN I GET COURT FORMS? Buy forms at the Law Library (1020 Ward Street, Martinez, CA) or download them for free at: www.courtinfo.ca.gov/forms

WHAT KIND OF RESPONSES CAN I FILE?

1. If you disagree with some or all of what the plaintiff has written in the complaint, or know it is not true, you can file an **ANSWER**.
2. If you have a claim (**CROSS-COMPLAINT**) in the same case against the plaintiff and you want to file one, you **must do so at the same time** you file your answer because you cannot file it later.
3. If you want to ask the court to do something, you may file a **MOTION** (see *TYPES OF MOTIONS below*.)

TO ANSWER A COLLECTIONS CASE COMPLAINT

1. If the complaint is **verified**, file a **verified** answer using Form PLD-010 (included here, do not check #3a), unless the dispute is for \$1000 or less (see below). A complaint is verified if it says "Verified Complaint" and/or has an oath signed on the last page. If it is verified, be sure to deny **every** paragraph with which you disagree. For example, you might write: "*I believe, or know, that the information in paragraph #__ is untrue/incorrect.*" Continue your list until you have addressed each paragraph in the Complaint.

If the complaint is **unverified**, or if the dispute is for \$1000 or less, use Form PLD-050 – General Denial.

2. **Include "affirmative defenses."** You may give reasons (affirmative defenses) why you disagree with some or all of the plaintiff's case. Some of the more common defenses are listed below. Look up defenses you think apply to your case at the law library. List them on the Answer form, and put why you think they apply. **NOTE: If you do not list all of your affirmative defenses now, you cannot add them later.**

If	This defense is called:
1. You and the plaintiff agreed to a change in the contract and set a new amount you will pay,	Accord and Satisfaction
2. You cancelled the contract during the short time California law allows you to change your mind about buying something on credit (except car purchases),	Cancellation of contract during the cooling-off period
3. The plaintiff filed the lawsuit before the time to pay off the contract was over, or they did not use the right information when they filed the case,	Failure to state a cause of action
4. The plaintiff tricked you into signing the contract, or lied about something you bought on credit,	Fraud
5. The plaintiff made a mistake, or you misunderstood something, about what was in the contract or what you were supposed to pay,	Mistake
6. The plaintiff pressured you into signing the contract,	Duress
7. The plaintiff filed the case too late (they have to file a case within 4 years of when you broke the contract, or within 4 years of when they send you a letter saying you owe the debt and you did not dispute this letter),	Statute of limitations
8. The plaintiff violated one of California's consumer laws (look these up),	Unenforceable contract

TYPES OF MOTIONS

Motions ask the court to do something. You file a **motion** at the same time you file your Answer. If you decide to make one or more motions, the court will give you a hearing date. You can only choose from the following motions:

1. **Demurrer** (*the facts stated in the complaint are wrong, or the deadline to file the lawsuit has passed*);
2. **Motion to Strike** (*the complaint is unclear; does not follow the law, "doesn't matter", etc.*);
3. **Motion to Transfer** (*the complaint is in the wrong court or there is a more appropriate court*);
4. **Motion to Quash Service of Summons** (*you were not legally served*);
5. **Motion to Stay** (*put the case on hold*); or
6. **Motion to Dismiss** (*stops the case*).

NOTE: Motions are very complicated and you may want to hire a lawyer to help you.

WHERE CAN I GET MORE HELP?

- **Lawyer Referral Service:** (925) 825-5700
- **Bay Area Legal Aid:** (800) 551-5554
- **Contra Costa County Law Library:** Martinez: (925) 646- 2783 Richmond: (510) 374-3019
- **Ask the Law Librarian:** http://www.247ref.org/portal/access_law3.cfm

ATTORNEY OR PARTY WITHOUT ATTORNEY (NAME AND ADDRESS): TELEPHONE: ATTORNEY FOR (NAME): Insert name of court, judicial district or branch court, if any, and post office and street address:	FOR COURT USE ONLY:
PLAINTIFF:	
DEFENDANT:	
ANSWER—Contract ☐ TO COMPLAINT OF (name): ☐ TO CROSS-COMPLAINT (name):	CASE NUMBER:

1. This pleading, including attachments and exhibits, consists of the following number of pages: _____
2. DEFENDANT (name):
answers the complaint or cross-complaint as follows:
3. Check ONLY ONE of the next two boxes:
 - a. ☐ Defendant generally denies each statement of the complaint or cross-complaint. (*Do not check this box if the verified complaint or cross-complaint demands more than \$1,000.*)
 - b. ☐ Defendant admits that all of the statements of the complaint or cross-complaint are true EXCEPT:
 - (1) Defendant claims the following statements are false (*use paragraph numbers or explain*):

- ☐ Continued on Attachment 3.b.(1).
- (2) Defendant has no information or belief that the following statements are true, so defendant denies them (*use paragraph numbers or explain*):

☐ Continued on Attachment 3.b.(2).

If this form is used to answer a cross-complaint, plaintiff means cross-complainant and defendant means cross-defendant.

SHORT TITLE:

CASE NUMBER:

ANSWER—Contract

4. ☐ AFFIRMATIVE DEFENSES Defendant alleges the following additional reasons that plaintiff is not entitled to recover anything:

☐ Continued on Attachment 4.

5. ☐ Other

6. DEFENDANT PRAYS

a. that plaintiff take nothing.

b. ☐ for costs of suit.

c. ☐ other (*specify*):

.....
(Type or print name)

(Signature of party or attorney)

1. **Party or parties** (answer one):
 - a. ☐ This statement is submitted by party (name):
 - b. ☐ This statement is submitted **jointly** by parties (names):
2. **Complaint and cross-complaint** (to be answered by plaintiffs and cross-complainants only)
 - a. The complaint was filed on (date):
 - b. ☐ The cross-complaint, if any, was filed on (date):
3. **Service** (to be answered by plaintiffs and cross-complainants only)
 - a. ☐ All parties named in the complaint and cross-complaint have been served, have appeared, or have been dismissed.
 - b. ☐ The following parties named in the complaint or cross-complaint
 - (1) ☐ have not been served (specify names and explain why not):
 - (2) ☐ have been served but have not appeared and have not been dismissed (specify names):
 - (3) ☐ have had a default entered against them (specify names):
 - c. ☐ The following additional parties may be added (specify names, nature of involvement in case, and date by which they may be served):

Page 1 of 5

PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
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4. b. Provide a brief statement of the case, including any damages (*if personal injury damages are sought, specify the injury and damages claimed, including medical expenses to date [indicate source and amount], estimated future medical expenses, lost earnings to date, and estimated future lost earnings; if equitable relief is sought, describe the nature of the relief*):

☐ (If more space is needed, check this box and attach a page designated as Attachment 4b.)

5. **Jury or nonjury trial**

The party or parties request ☐ a jury trial ☐ a nonjury trial. (*If more than one party, provide the name of each party requesting a jury trial*):

6. **Trial date**

- a. ☐ The trial has been set for (date):
- b. ☐ No trial date has been set. This case will be ready for trial within 12 months of the date of the filing of the complaint (*if not, explain*):
- c. Dates on which parties or attorneys will not be available for trial (*specify dates and explain reasons for unavailability*):

7. **Estimated length of trial**

The party or parties estimate that the trial will take (*check one*):

- a. ☐ days (*specify number*):
- b. ☐ hours (short causes) (*specify*):

8. **Trial representation (to be answered for each party)**

The party or parties will be represented at trial ☐ by the attorney or party listed in the caption ☐ by the following:

- a. Attorney:
- b. Firm:
- c. Address:
- d. Telephone number:
- e. Email address:
- f. Fax number:
- g. Party represented:

☐ Additional representation is described in Attachment 8.

9. **Preference**

☐ This case is entitled to preference (*specify code section*):

10. **Alternative dispute resolution (ADR)**

- a. **ADR information package.** Please note that different ADR processes are available in different courts and communities; read the ADR information package provided by the court under rule 3.221 of the California Rules of Court for information about the processes available through the court and community programs in this case.
- (1) For parties represented by counsel: Counsel ☐ has ☐ has not provided the ADR information package identified in rule 3.221 to the client and reviewed ADR options with the client.
- (2) For self-represented parties: Party ☐ has ☐ has not reviewed the ADR information package identified in rule 3.221.
- b. **Referral to judicial arbitration or civil action mediation (if available).**
- (1) ☐ This matter is subject to mandatory judicial arbitration under Code of Civil Procedure section 1141.11 or to civil action mediation under Code of Civil Procedure section 1775.3 because the amount in controversy does not exceed the statutory limit.
- (2) ☐ Plaintiff elects to refer this case to judicial arbitration and agrees to limit recovery to the amount specified in Code of Civil Procedure section 1141.11.
- (3) ☐ This case is exempt from judicial arbitration under rule 3.811 of the California Rules of Court or from civil action mediation under Code of Civil Procedure section 1775 et seq. (*specify exemption*):

PLAINTIFF/PETITIONER:
DEFENDANT/RESPONDENT:

CASE NUMBER:

10. c. In the table below, indicate the ADR process or processes that the party or parties are willing to participate in, have agreed to participate in, or have already participated in (*check all that apply and provide the specified information*):

	The party or parties completing this form are willing to participate in the following ADR processes (<i>check all that apply</i>):	If the party or parties completing this form in the case have agreed to participate in or have already completed an ADR process or processes, indicate the status of the processes (<i>attach a copy of the parties' ADR stipulation</i>):
(1) Mediation	☐	☐ Mediation session not yet scheduled ☐ Mediation session scheduled for (date): ☐ Agreed to complete mediation by (date): ☐ Mediation completed on (date):
(2) Settlement conference	☐	☐ Settlement conference not yet scheduled ☐ Settlement conference scheduled for (date): ☐ Agreed to complete settlement conference by (date): ☐ Settlement conference completed on (date):
(3) Neutral evaluation	☐	☐ Neutral evaluation not yet scheduled ☐ Neutral evaluation scheduled for (date): ☐ Agreed to complete neutral evaluation by (date): ☐ Neutral evaluation completed on (date):
(4) Nonbinding judicial arbitration	☐	☐ Judicial arbitration not yet scheduled ☐ Judicial arbitration scheduled for (date): ☐ Agreed to complete judicial arbitration by (date): ☐ Judicial arbitration completed on (date):
(5) Binding private arbitration	☐	☐ Private arbitration not yet scheduled ☐ Private arbitration scheduled for (date): ☐ Agreed to complete private arbitration by (date): ☐ Private arbitration completed on (date):
(6) Other (<i>specify</i>):	☐	☐ ADR session not yet scheduled ☐ ADR session scheduled for (date): ☐ Agreed to complete ADR session by (date): ☐ ADR completed on (date):

PLAINTIFF/PETITIONER:
DEFENDANT/RESPONDENT:

CASE NUMBER:

11. Insurance

- a. ☐ Insurance carrier, if any, for party filing this statement (*name*):
- b. Reservation of rights: ☐ Yes ☐ No
- c. ☐ Coverage issues will significantly affect resolution of this case (*explain*):

12. Jurisdiction

Indicate any matters that may affect the court's jurisdiction or processing of this case and describe the status.

☐ Bankruptcy ☐ Other (*specify*):

Status:

13. Related cases, consolidation, and coordination

- a. ☐ There are companion, underlying, or related cases.
- (1) Name of case:
- (2) Name of court:
- (3) Case number:
- (4) Status:
- ☐ Additional cases are described in Attachment 13a.
- b. ☐ A motion to ☐ consolidate ☐ coordinate will be filed by (*name party*):

14. Bifurcation

- ☐ The party or parties intend to file a motion for an order bifurcating, severing, or coordinating the following issues or causes of action (*specify moving party, type of motion, and reasons*):

15. Other motions

- ☐ The party or parties expect to file the following motions before trial (*specify moving party, type of motion, and issues*):

16. Discovery

- a. ☐ The party or parties have completed all discovery.
- b. ☐ The following discovery will be completed by the date specified (*describe all anticipated discovery*):

Party

Description

Date

- c. ☐ The following discovery issues, including issues regarding the discovery of electronically stored information, are anticipated (*specify*):

PLAINTIFF/PETITIONER:
DEFENDANT/RESPONDENT:

CASE NUMBER:

17. Economic litigation

- a. ☐ This is a limited civil case (i.e., the amount demanded is \$35,000 or less) and the economic litigation procedures in Code of Civil Procedure sections 90-98 will apply to this case.
- b. ☐ This is a limited civil case and a motion to withdraw the case from the economic litigation procedures or for additional discovery will be filed *(if checked, explain specifically why economic litigation procedures relating to discovery or trial should not apply to this case)*:

18. Other issues

- ☐ The party or parties request that the following additional matters be considered or determined at the case management conference *(specify)*:

19. Meet and confer

- a. ☐ The party or parties have met and conferred with all parties on all subjects required by rule 3.724 of the California Rules of Court *(if not, explain)*:
- b. ☐ After meeting and conferring as required by rule 3.724 of the California Rules of Court, the parties agree on the following *(specify)*:

20. Total number of pages attached *(if any)*: _____

I am completely familiar with this case and will be fully prepared to discuss the status of discovery and alternative dispute resolution, as well as other issues raised by this statement, and will possess the authority to enter into stipulations on these issues at the time of the case management conference, including the written authority of the party where required.

Date:

(TYPE OR PRINT NAME)



(SIGNATURE OF PARTY OR ATTORNEY)

(TYPE OR PRINT NAME)



(SIGNATURE OF PARTY OR ATTORNEY)

☐ Additional signatures are attached.

DO NOT FILE WITH THE COURT
THIS IS NOT AN ANSWER OR RESPONSE TO THE COMPLAINT

DISC-010

SUPERIOR COURT OF CALIFORNIA, COUNTY OF	
Plaintiff (<i>name</i>): Defendant (<i>name</i>):	CASE NUMBER:
CASE QUESTIONNAIRE—FOR LIMITED CIVIL CASES (Under \$35,000)	
Requesting Party (<i>name</i>): Requesting Party (<i>name</i>):	

—INSTRUCTIONS—

- A. The purpose of the case questionnaire is to help the parties settle their differences without spending a lot of money. This is accomplished by exchanging information about the case early in the lawsuit. The exchange of case questionnaires may be started only by a plaintiff (or cross-complainant) in a limited civil case. The case questionnaire is optional, and if plaintiff (or cross-complainant) exercises the option, only this form may be used.
- B. Instructions for plaintiffs (and cross-complainants)**
1. Under Code of Civil Procedure section 93, a plaintiff (or cross-complainant) may serve a completed case questionnaire and a blank questionnaire with a complaint (or cross-complaint).
 2. This is the only way you can require defendants (or cross-defendants) to serve you with a completed case questionnaire.
- C. Instructions for defendants (and cross-defendants)**
1. If you have been served with a completed case questionnaire by a plaintiff (or cross-complainant), then you must fill in the blank case questionnaire. Your completed case questionnaire must be served on that same plaintiff (or cross-complainant) with your answer to the complaint (or cross-complaint).
 2. **THIS IS NOT AN ANSWER OR RESPONSE TO THE COMPLAINT.**
- D. Instructions for all parties**
1. **ALL QUESTIONS REFER TO THE INCIDENT OR AGREEMENT IN THIS LAWSUIT ONLY.**
 2. Answer each question. If a question is not applicable, answer “NA.”
 3. Your answers are not limited to your personal knowledge, but you are required to furnish information available to you or to anyone acting on your behalf, whether you are a plaintiff, defendant, cross-complainant, or cross-defendant.
 4. Type or legibly print your answer below each question. If you cannot completely answer a question in the space provided on the case questionnaire, check the “attachment” box and put the number of the question and the complete answer on an attached sheet of paper or form MC-025. You should *not* put part of an answer on the case questionnaire and part on the attachment. You may put more than one answer on each attached page.
 5. When you have completed the case questionnaire, sign the verification and serve the original.
 6. You may compel compliance with these requirements under Code of Civil Procedure section 93.
 7. **DO NOT FILE THIS CASE QUESTIONNAIRE WITH THE COURT.**

DISC-010

Plaintiff (<i>name</i>):	CASE NUMBER:
Defendant (<i>name</i>):	

—QUESTIONS—

1. FOR ALL CASES

- a. State your name and street address.
- b. State your current business name and street address, the type of business entity, and your title.
- c. Describe in detail your claims or defenses and the facts on which they are based, giving relevant dates.
☐ See attachment for answer number 1c.
- d. State the name, street address, and telephone number of each person who has knowledge of facts relating to this lawsuit, and specify his or her area of knowledge.
☐ See attachment for answer number 1d.
- e. Describe each document or photograph that relates to the issues or facts. You are encouraged to attach a copy of each. For each that you have described but not attached, state the name, street address, and telephone number of each person who has it.
☐ See attachment for answer number 1e.

DO NOT FILE WITH THE COURT**DISC-010**

Plaintiff (<i>name</i>): Defendant (<i>name</i>):	CASE NUMBER:
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1. f. Describe each item of physical evidence that relates to the issues and facts; give its location; and state the name, street address, and telephone number of each person who has it.

☐ See attachment for answer number 1f.

- g. State the name and street address of each insurance company and the number of each policy that may cover you in whole or part for the damages claimed.

☐ See attachment for answer number 1g.

2. FOR PERSONAL INJURY OR PROPERTY DAMAGE CASES

- a. Describe each injury or illness that you received and your present complaints about each.

☐ See attachment for answer number 2a.

- b. State the name, street address, and telephone number of each physician, dentist, or other health care provider who treated or examined you; the type of treatment; the dates of treatment; and the charges by each to date.

☐ See attachment for answer number 2b.

- c. Itemize the medical expenses you anticipate in the future.

☐ See attachment for answer number 2c.

- d. Itemize your loss of income to date, give the name and street address of each source, and show how the loss is computed.

☐ See attachment for answer number 2d.

DO NOT FILE WITH THE COURT**DISC-010**

Plaintiff (<i>name</i>): Defendant (<i>name</i>):	CASE NUMBER:
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2. e. Itemize the loss of income you anticipate in the future, give the name and street address of each source, and show how the loss is computed.

☐ See attachment for answer number 2e.

- f. Itemize your property damage, and state the amount or attach an itemized bill or estimate.

☐ See attachment for answer number 2f.

- g. Describe each other item of damage or cost that you claim, and state the amount.

☐ See attachment for answer number 2g.

3. FOR CASES BASED ON AGREEMENTS

- a. In addition to your answer to 1e, state all the terms and give the date of any part of the agreement that is not in writing.

☐ See attachment for answer number 3a.

- b. Describe each item of damage or cost you claim, state the amount, and show how it is computed.

☐ See attachment for answer number 3b.

VERIFICATION

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

Date:

(TYPE OR PRINT NAME)



(SIGNATURE)

4) An exhibit list, which includes a description of each item.

5) A proposed statement of the case to be read to the jury.

Date: _____

TYPE OR PRINT NAME

SIGNATURE OF PARTY OR PARTY'S ATTORNEY



CONTRA COSTA COUNTY SUPERIOR COURT ALTERNATIVE DISPUTE RESOLUTION (ADR) INFORMATION

All judges in the Civil Trial Delay Reduction Program agree that parties should consider using Alternative Dispute Resolution (ADR) to settle their cases. To tell the court you will use ADR:

- Choose ADR on the *Case Management Form* (CM-110);
- File a *Stipulation to Attend ADR and Continue First Case Management Conference 90-Days* (local court form); or
- Agree to ADR at your first court appearance.

Questions? Email adrweb@contracosta.courts.ca.gov or call (925) 608-2075

MEDIATION

Mediation is often faster and less expensive than going to trial. Mediators help people who have a dispute talk about ways they can settle their case. Parties call or visit the ADR Programs office to get a list of mediators. After parties have agreed on a mediator, they must write a summary (5 pages or less) explaining the facts, legal arguments, and legal authority for their position. They must send this summary to the other parties and the mediator at least 5 court days before mediation starts.

ALL parties and attorneys must go to mediation. Mediation can be held whenever and wherever the parties and the mediator want, as long as they finish before the court deadline. In some kinds of court cases, parties have the chance to mediate in the courthouse on their trial day.

Most mediators begin by talking with the parties together, helping them focus on the important issues. The mediator may also meet with each party alone. Mediators often ask parties for their ideas about how to settle the case. Some mediators tell the parties how much money they think a case is worth, or tell them what they think might happen if the case went to trial. Other mediators help the parties decide these things for themselves. No matter what approach a mediator takes, decisions about settling a case can only be made when all the parties agree.

If the parties go through the court ADR program, mediators do not charge fees for the first half hour spent scheduling or preparing for mediation. They also do not charge fees for the first two hours of mediation. If parties need more time, they must pay that person's regular fees. Some mediators ask for a deposit before mediation starts. Mediators who do this must give back whatever is left after counting the time he or she spent preparing for or doing the mediation. A party whose court fees have been waived (cancelled) may ask if their mediation fees or deposit can be waived.

If parties agree about how they will settle their case, they can choose to keep it private, write it up as a contract, or ask the judge to make it a court order. What parties say and agree to in mediation is confidential (private).

PRIVATE MEDIATION

Private mediation works in the same way as judicial mediation, but the parties do not go through the ADR Programs office. Parties choose a mediator on their own, and pay the mediator's normal fees.

JUDICIAL ARBITRATION (non-binding)

In judicial arbitration, an independent attorney (arbitrator) looks at the evidence, listens to the parties and their witnesses, and decides how the case will be settled. Judicial arbitration is less formal than court. Parties call or visit the ADR Programs office to get a list of arbitrators. If they cannot agree on an arbitrator, the court will assign one. The judge can send cases to arbitration if there is less than \$50,000 in dispute. The person who started the court case can make sure the case goes to arbitration if they agree to limit the amount they are asking for to \$50,000. Parties can also agree they want to use judicial arbitration. The arbitrator must send their decision (award) to the court within 10 days of the last hearing. The award becomes a court judgment unless a party asks the court to review the case within 30 days. Parties must use the ADR-102 form to ask for a new court hearing (called a trial de novo.) Judicial arbitrators charge \$150 per case or per day.

PRIVATE ARBITRATION (non-binding and binding)

Private, non-binding arbitration is the same as judicial arbitration, except that the parties do not go through the ADR Programs office to choose an arbitrator, and the arbitrator's award will not become a judgment of the court unless all parties agree. Parties must pay the arbitrator's normal fees.

Binding arbitration is different from judicial or private non-binding arbitration because the arbitrator's decision is final. Parties give up their right to have a judge review their case later (except for reasons listed in California Code of Civil Procedure, Section 1286.2.) Binding arbitration rules are listed in California Code of Civil Procedure, Sections 1280-1288.8. Parties may also agree any time before the judge has made a decision that ends the case to switch to binding arbitration. Parties choose the arbitrator on their own, and must pay the arbitrator's normal (not \$150) fees.

SETTLEMENT MENTOR CONFERENCE

Settlement mentors are independent, experienced trial attorneys that a judge has assigned to help parties look for ways to settle their case. The conference is free and is held in the courthouse. It is often held on the morning of trial, but it can be scheduled anytime. These conferences usually last two or three hours. Parties do not present evidence and do not call witnesses. Parties can ask the settlement mentor to keep some information confidential (private) from the other party, but not from the judge. The settlement mentor can share any information with the judge, or involve the judge in settlement discussions. All principals, clients, and claims representatives must attend the settlement mentor conference.

NEUTRAL CASE EVALUATION

In neutral case evaluation, an independent attorney (evaluator) reviews documents and listens to each party's side of the case. The evaluator then tells the parties what they think could happen if the case went to trial. Many people use the evaluator's opinion to reach an agreement on their own, or use this information later in mediation or arbitration to settle their case.

Parties call or visit the ADR Programs office to get a list of evaluators. After parties have agreed on an evaluator, they must write a summary (5 pages or less) explaining the facts, legal arguments, and legal authority for their position. They must send this summary to the other parties and the evaluator at least 5 court days before evaluation starts. ALL parties and their attorneys must go to neutral case evaluation. The evaluation can be held whenever and wherever the parties and the evaluator want, as long as they finish before the court deadline. If the parties go through the court's ADR program, evaluators do not charge any fees for the first half hour spent scheduling or preparing for the evaluation conference. They also do not charge fees for the first two hours of the evaluation. If parties need more time, they must pay that person's regular fees. Some evaluators ask for a deposit before evaluation starts. Evaluators who do this must give back whatever is left after counting the time he or she spent preparing for or doing the evaluation. A party whose court fees have been waived (cancelled) may ask if their evaluation fees or deposit can be waived.

TEMPORARY JUDGE

Some parties want a trial, but want to choose who will decide the case and when the trial will take place. Parties can agree on an attorney that they want the court to appoint as a temporary judge for their case. (See Article 6, Section 21 of the State Constitution and Rule 3.900-3.910 of the California Rules of Court.) Temporary judges have nearly the same authority as a superior court judge to conduct a trial and make decisions. As long as the parties meet the court deadline, they can schedule the trial at their own and the temporary judge's convenience.

Each of the temporary judges on the court's panel has agreed to serve at no charge for up to 5 court days. If the parties need more time, they must pay that person's regular fees. All parties and their lawyers must attend the trial, and provide a copy of all briefs or other court documents to the temporary judge at least two weeks before the trial. These trials are similar to other civil trials, but are usually held outside the court. The temporary judge's decision can be appealed to the superior court. There is no option for a jury trial. The parties must provide their own court reporter.

SPECIAL MASTER

A special master is a private lawyer, retired judge, or other expert appointed by the court to help make day-to-day decisions in a court case. The special master's role can vary, but often includes making decisions that help the discovery (information exchange) process go more smoothly. He or she can make decisions about the facts in the case. Special masters can be especially helpful in complex cases. The trial judge defines what the special master can and cannot do in a court order.

Special masters often issue both interim recommendations and a final report to the parties and the court. If a party objects to what the special master decides or reports to the court, that party can ask the judge to review the matter. In general, the parties choose (by stipulation) whom they want the court to appoint as the special master, but there are times (see California Code of Civil Procedure Section 639), when the court may appoint a special master or referee without the parties' agreement. The parties are responsible to pay the special master's regular fees.

COMMUNITY MEDIATION SERVICES

Mediation Services are available through non-profit community organizations. These low-cost services are provided by trained volunteer mediators. For more information about these programs contact the ADR Program at adrweb@contracosta.courts.ca.gov