

SUMMONS

(CITACION JUDICIAL)

FOR COURT USE ONLY
(SOLO PARA USO DE LA CORTE)

NOTICE TO DEFENDANT:
(A VISO AL DEMANDADO):

YOU ARE BEING SUED BY PLAINTIFF:
(Lo EsTA DEMANDANDO EL DEMANDANTE):

You have 30 CALENDAR DAYS after this summons and legal papers are served on you to file a written response at this court and have a copy served on the plaintiff. A letter or phone call will not protect you. Your written response must be in proper legal form if you want the court to hear your case. There may be a court form that you can use for your response. You can find these court forms and more information at the California Courts Online Self-Help Center (www.courtinfo.ca.gov/selfhelp), your county law library, or the courthouse nearest you. If you cannot pay the filing fee, ask the court clerk for a fee waiver form. If you do not file your response on time, you may lose the case by default, and your wages, money, and property may be taken without further warning from the court.

There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may want to call an attorney referral service. If you cannot afford an attorney, you may be eligible for free legal services from a nonprofit legal services program. You can locate these nonprofit groups at the California Legal Services Web site (www.lawhelpcalifornia.org), the California Courts Online Self-Help Center (www.courtinfo.ca.gov/selfhelp), or by contacting your local court or county bar association.

Tiene 30 *DiAS DE CALENDARIO* despu6s de que le entreguen esta citaci6n y papeles legales para presentar Una respuesta por escrito en esta Corte y hacer que se entregue Una copia at demandante. Una Carta o Una llamada teleffnica no lo protegen. Su respuesta por escrito tiene que estar en formato legal correcto si desea que procesen su caso en la Corte. *Es* posible que haya un formulario que usted pueda usar para su respuesta. Puede encontrar estos formularios de la corte y informaci6n en el Centro de Ayuda de las Cortes de California (www.courtinfo.ca.gov/selfhelp/inglespanol), en la biblioteca de leyes de su condado o en la Corte que le quede m6s cerca. Si no puede pagar la cuota de presentaci6n, pida al secretario de la Corte que le d6 un formulario de exenci6n de pago de cuotas. Si no presenta su respuesta a tiempo, puede perder el caso por incumplimiento y la Corte le podri quitar su sueldo, dinero y bienes sin mis advertencia.

Hay otros requisitos, legales. *Es* recomendable que llame a un *abogado* inmediatamente. Si no conoce a un abogado, puede llamar a un servicio de remisi6n a *abogados*. Si no puede pagar a un abogado, es posible que cumpla con los requisitos para obtener servicios legales gratuitos de un programa de servicios legales sin fines de lucro. Puede encontrar estos grupos sin fines de lucro en el sitio web de California Legal Services, (www.lawhelpcalifornia.org), en el Centro de Ayuda de las Cortes; de California, (www.courtinfo.ca.gov/selfhelp/inglespanol) o poni6ndose en contacto con la Corte o el colegio de *abogados locales*.

The name and address of the court is:
(El nombre y direcci6n de la corte es):

CASE NUMBER:
(Wmero del Caso):

The name, address, and telephone number of plaintiff's attorney, or plaintiff without an attorney, is: _____
(El nombre, la direcci6n y el n6mero de tel6fono del abogado del demandante, o del demandante que no tiene abogado, es):

DATE: _____ Clerk, by _____, Deputy
(Fecha) (Secretario) (Adjunto)

(For proof of service of *this summons*, use Proof of Service of Summons (form POS-010).)
(Para prueba de entrega de esta citaci6n use el formulario Proof of Service of Summons, (POS-010)).

NOTICE TO THE PERSON SERVED: You are served

1. as an individual defendant.
2. as the person sued under the fictitious name of (specify):
3. on behalf of (specify):

under: <input type="checkbox"/> CCP 416.10 (corporation)	<input type="checkbox"/> CCP 416.60 (minor)
<input type="checkbox"/> CCP 416.20 (defunct corporation)	<input type="checkbox"/> CCP 416.70 (conservatee)
<input type="checkbox"/> CCP 416.40 (association or partnership)	<input type="checkbox"/> CCP 416.90 (authorized person)
<input type="checkbox"/> other (specify):	

[SEAL]

4. by personal delivery on (date):

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ Ref. No. or File No.: _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF/PETITIONER: DEFENDANT / RESPONDENT:	
PROOF OF SERVICE OF SUMMONS	CASE NUMBER:

1. At the time of service I was at least 18 years of age and not a party to this action.

2. I served copies of the summons

- a. complaint
- b. Alternative Dispute Resolution (ADR) package
- c. Civil Case Cover Sheet (*served in complex cases only*)
- d. cross-complaint
- e. other (*specify documents*):

3. a. Party served (*Specify name of party as shown on document served*):

b. Person served: party in item 3a Other (*specify name and relationship to the party named in item 3a*):

4. Address where the party was served:

5. I served the party (*check proper box*):

- a. **by personal service.** I personally delivered the documents listed in item 2 to the party or person authorized to service of process for the party (1) on (date): _____ (2) at (time): _____
- b. **by substituted service.** on (date): _____ at (time): _____ I left the documents listed in item 2 or in the presence of (name and title or relationship to the person indicated in item 3b):

- (1) **(business)** a person at least 18 years of age apparently in charge at the office or usual place of business of the party. I informed him or her of the general nature of the papers.
- (2) **(home)** a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the respondent. I informed him or her of the general nature of the papers.
- (3) **(physical address unknown)** a person at least 18 years of age apparently in charge at the usual mailing address of the person to be served, other than a United States Postal Service post office box. I informed him or her of the general nature of the papers.
- (4) I thereafter mailed (by first-class, postage prepaid) copies of the documents to the person to be served at the place where the copies were left (Code Civ. Proc., § 415.20). I mailed the documents on (date): _____ from (city): _____ or a declaration of mailing is attached.
- (5) I attach a **declaration of diligence** stating actions taken first to attempt personal service.

PLAINTIFF / PETITIONER:	CASE NUMBER:
DEFENDANT / RESPONDENT:	

- c. **by mail and acknowledgement service.** I mailed the documents listed in item 3 to the party, to the address shown in item 4, by first-class mail, postage prepaid,
- (1) on (date): _____ (2) from (city): _____
- (3) with two copies of the Notice and Acknowledgment of Receipt (form 982(a)(4)) and a postage-paid return envelope addressed to me. (Attach completed Notice and Acknowledgment of Receipt (form 982(a)(4).) (Code Civ. Procedure, § 415.30)
- (4) to an address outside California (by registered or certified mail with return receipt requested) (Attach signed return receipt or other evidence of actual delivery to the respondent.) (Code Civ. Procedure, § 415.40)
- d. **by other legal means** (specify code section):

Additional page describing service is attached.

6. The "Notice of Person Served" (on the summons) was completed as follows:

- a. as an individual defendant.
- b. as the person sued under the fictitious name of (specify):
- c. On behalf of (specify):

under the following code of Civil Procedure section:

- | | |
|---|---|
| <input type="checkbox"/> 416.1 0 (corporation) | <input type="checkbox"/> 415.95 (business organization, form unknown) |
| <input type="checkbox"/> 416.20 (defunct corporation) | <input type="checkbox"/> 416.60 (minor) |
| <input type="checkbox"/> 416.30 (joint stock company/association) | <input type="checkbox"/> 416.70 (conservatee) |
| <input type="checkbox"/> 416.40 (association or partnership) | <input type="checkbox"/> 416.90 (individual) |
| <input type="checkbox"/> 416.50 (public entity) | <input type="checkbox"/> 415.46 (occupant) |
| <input type="checkbox"/> other: | |

7. **Person who served papers**

- a. Name:
- b. Address:
- c. Telephone number:
- d. **The fee** for service was: \$
- e. I am:
- (1) Exempt from registration under Business and Professions Code section 22350(b).
- (2) Not a registered California process server.
- (3) Registered California process server.
- (i) Employee or independent contractor.
- (ii) Registration no.:
- (iii) County:

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

or

9. **I am a California sheriff, marshal, or constable and** I certify that the foregoing is true and correct.

Date:

 (NAME OF PERSON WHO SERVED PAPERS)  _____
 (SIGNATURE OF PERSON WHO SERVED PAPERS)