

§ 1.2.5 Exhibits to Complaint

Sometimes exhibits are attached to the Complaint, and marked (typed or stamped) “Exhibit A,” “Exhibit B,” etc., centered at the bottom of the page. In a multi-page exhibit, you should designate the page number of the exhibit, e.g., “Exhibit A - Page 1 of 15, Exhibit A - Page 2 of 15,” etc. Although not specifically required for Complaints (but required for Motions), it is good practice to separate the exhibits from the rest of the document and from each other by a hard 8-½” x 11” sheet with hard paper or plastic tabs extending below the bottom of the page, bearing the exhibit designation.

The next step is to prepare the forms to accompany the Complaint. The “Summons” and the “Civil Case Cover Sheet” are required throughout California. Sometimes a “Verification” is used. A “Civil Case Cover Sheet Addendum” is always required in Los Angeles County. Check your local rules for other required forms.^{1/}

§ 1.2.6 “Summons” (Mandatory Judicial Council Form No. SUM-100)

The defendant must be notified that a Complaint has been filed, and that a response is due. The Summons serves this purpose. Most of the information needed to complete the Summons is in the Complaint.

- 1▶ Enter the name(s) of the defendant(s) in all caps exactly as in the Complaint.
 - 2▶ Enter the name(s) of the plaintiff(s) in all caps exactly as in the Complaint.
 - 3▶ Determine where (in which district and specific courthouse) the Complaint will be filed, and enter the name and address of that court. If you are filing in the Central district in L.A. County, the next blank would be filled in as on the example. If it is going to be filed in any other district in L.A. County, you can find the street address on the court’s website by going to <http://www.lasuperiorcourt.org/locations/ui/listbyDist.aspx>.
 - 4▶ Leave the case number blank.
 - 5▶ Enter the preparing attorney’s name, address, and phone number with area code.
- At this juncture, the rest of the form is left blank.

^{1/} Ventura County requires a “Declaration of Court Assignment,” Alameda County has its own “Civil Case Cover Sheet Addendum,” etc.