Law Library for San Bernardino County

<u>Research Guide – Forms</u>

Last Updated: May 24, 2021

<u>Disclaimer</u>

The information in this research guide is intended to assist patrons with their legal research and is in no way intended to replace the counsel of an attorney. This resource is not comprehensive; you may need to do additional research and all references should be checked for accuracy reflecting changes to the law since this creation of this guide. Any decisions about how to proceed must be determined by the patron. The library staff can recommend and refer you to online and print resources that will help you find answers to your law-related questions. The staff at the Law Library for San Bernardino County cannot explain or interpret the law itself and we are not permitted to give legal advice.

<u>Different Types of Forms</u>

<u>Judicial Council Forms</u>

The Judicial Council of California has adopted forms for mandatory use and approved forms for optional use. These forms are available online at http://www.courts.ca.gov. The Judicial Council also provides a guide on Using Forms and the Basics of Court Forms.

<u>Local Forms</u>

Many counties provide local forms for specific matters. Local forms will be located on your court's website. Local forms for San Bernardino County are located at https://www.sb-court.org/forms-and-rules/san-bernardino-county-local-forms

<u>Central District Court Forms (Federal)</u>

Federal Forms for the Central District of California can be located at: https://www.cacd.uscourts.gov/court-procedures/forms

You can search for forms from all Federal and State Courts at http://www.uscourtforms.com/.

<u>What happens if there is no judicial council form for my situation?</u>

There may not always be a pre-printed Judicial Council form for your particular legal need. In situations where there is no Judicial Council form, you will need to draft or create your own legal form on pleading paper. See California Rules of Court, starting with rule 2.100, for details on what is required for any documents you file with the court.

Pleading paper is available at the law library or through Microsoft Word. To access a sample pleading on Microsoft Word go to *file* and select *new* document then search templates for "pleading." Select the pleading form you need. For California Superior Courts use the template for pleading with 28 lines. Sample pleading forms can be located at the law library in practice guides such as the Forms of Pleading and Practice.

John Doe (Name of person filing papers)
Street Address
City, State, Zip

Defendant in Pro Per (If you are representing yourself)

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO

Credit Card Company Inc,	Case No.: [Case number]
Plaintiff,	Request For Extension of Time to Plead [Pleading title]
vs.	
John Doe,	
Defendant.	

Defendant cannot afford a lawyer to represent him in this case. As a result, he is researching the law in order to represent himself. He needs and requests an additional 20 days to complete the necessary work.

John Doe   3-14-20XX

Signature   Date