

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE

CHECKLIST FOR FILING A RESPONSE TO THE SUMMONS

This information is intended as a guide only. You should seek the advice of an attorney.

1. Judicial Council forms are available. If response is typewritten on pleading paper, California Rule of Court, rules 2.100 et seq. applies.
 - ✓ Footer required.

2. A copy of the response must be mailed to the plaintiff. If the response is to a cross-complaint, then a copy must be mailed to the cross-complainant.
 - ✓ Certificate of Service by Mail must be completed and attached to the response.

3. **Fee** attached. See **Fee Schedule**. A fee is required for each party named on the response. Make check payable to "Clerk of the Court."
 - ✓ In some instances, the defendant may qualify for a Waiver of Court Fees and Costs.

4. **Correct Case Number**. Be sure the case number on your document is correct.

5. **Signature required** for each party that is responding or the signature of the attorney of record.
 - In addition, if the case is an **Unlimited Civil action**, the following is required:
 - d. Name of Judge.
 - b. Department number.(This information can be found on the complaint.)

Your document may be rejected if the above information is not included.