

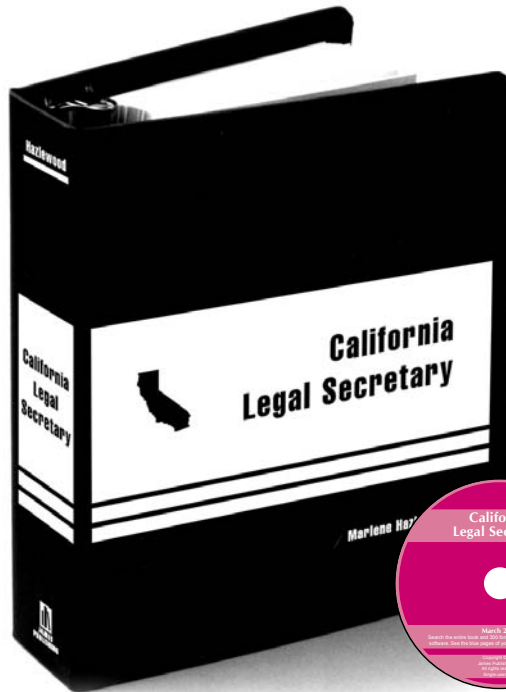
# Step-by-step Guide to California Legal Procedures

Answers can be difficult to obtain when you need to complete and file a new form

**F**iling procedures are seldom found in either traditional practice guides, forms CD-ROMs, or on the Web. Colleagues with experience in the area may be unavailable. Court clerks are hard to reach.

When you need ready and reliable answers to procedure questions, turn to Marlene Hazlewood's *California Legal Secretary*. Written specifically for those who have to quickly prepare and file legal documents, *California Legal Secretary* contains:

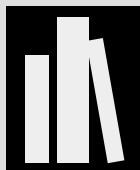
- Concise statements of procedure
- Completed forms
- Detailed completion and filing instructions



Includes a free CD-ROM, hundreds of forms and checklists, and procedures for litigation, estates, family, business, and real estate

## Hundreds of step-by-step guidelines, including:

- How to initiate an adoption proceeding (§910)
- Filing suit against a public entity (§110.2)
- Commencing an unlawful detainer action (§702)
- Execution of disclosure and discovery documents (§361.4)
- Commencing of workers' compensation proceedings (§1020)
- And much, much more!



## Fast Answers

*California Legal Secretary* is designed for rapid access:

- Instructions are given in quick-reading outline format
- Forms are completed so you know what to place where
- No extra law to wade through – only the rules and procedures that you need
- Legal terms of art are explained
- Information is organized in chronological order, just as you will need it
- Written in plain English. No confusing statutory language or legalese
- Memory-prodding checklists keep you from omitting any key steps

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Table of contents, author biography, and sample pages inside...

# Table of Contents (partial listing)

## Civil Proceedings

### Before Trial

Commencing the Civil Action ■ Appearance by Defendant and Default Procedures ■ Discovery Devices and Procedures ■ Motions ■ Judicial Arbitration and Mediation ■ Pretrial Settlement Procedures ■ Miscellaneous ■ Terminology, Tables and Forms

#### Sample Forms Include:

- Certificate of Assignment
- Notice and Acknowledgment of Receipt
- Proof of Service (Summons)
- Complaint
- Judicial Council Forms
- Cause of Action
- Summons
- Petition/Order for Appointment of Guardian Ad Litem
- Answer to Complaint
- General Denial
- Statement of Damages
- Request to Enter Default
- Notices of Taking Deposition of a Party or Non-Party
- Notice to Consumer Re Privacy Rights
- Deposition Subpoena
- Interrogatories
- Responses to Interrogatories
- Requests for Admissions
- Declaration for Additional Discovery
- Responses to Requests for Admissions
- Demand for Inspection
- Demand for Physical Examination
- Demand for Bill of Particulars
- Notice of Motion, Motion, Memorandum of Points and Authorities and Declaration
- Stipulation of the Parties to Submit to Arbitration
- Status Conference Questionnaire
- Request for Trial De Novo
- ADR Information Form
- Request for Dismissal
- Release in Full of All Claims
- Notice of Pendency of Action (Lis Pendens)
- Notice of Withdrawal
- Substitution of Attorney

### Civil Trial and Post-Trial Proceedings

Trial and Judgment ■ After-Judgment Proceedings ■ Terminology and Forms

#### Sample Forms Include:

- Statutory Offer to Compromise
- Demand for Exchange of Expert Witness Information
- Civil Subpoena

- Subpoena Duces Tecum
- Notice to Appear and Produce Documents
- List of Trial Exhibits
- Jury Instructions
- Memorandum of Costs
- Abstract of Judgment
- Notice of Judgment Lien on Personal Property
- Application and Order for Appearance and Examination
- Writ of Execution
- Notice of Levy
- Exemptions from Enforcement of Judgment
- Memorandum of Garnishee
- Application for Issuance of Earnings Withholding Order
- Earnings Withholding Order
- Application for Renewal of Judgment
- Acknowledgment of Full Satisfaction of Judgment

## Federal Court Procedures

Federal Court System ■ General Format, Filing and Service Procedures for District Courts ■ Commencement of Action ■ Answers and Objections ■ Counterclaims, Cross-Claims, Third-Party Complaints and Answers ■ Discovery ■ Motions ■ Checklists

#### Sample Forms Include:

- Civil Cover Sheet
- Summons in a Civil Action
- Waiver of Service of Summons
- Proof of Service of Summons and Complaint
- Declaration of Service
- Subpoena in a Civil Action

## Family Law

Dissolution of Marriage ■ Contempt Proceedings ■ Modification Proceedings ■ Miscellaneous Forms and Procedures ■ Terminology, Tables and Forms

#### Sample Forms Include:

- Petition
- Property Declaration
- Declaration Under Uniform Child Custody Jurisdiction Act
- Certificate of Assignment
- Order to Show Cause
- Income and Expense Declaration
- Temporary Restraining Orders
- Responsive Declaration to Order to Show Cause
- Marital Settlement Agreement
- Request and Declaration for Default or Uncontested Dissolution
- Judgment of Dissolution
- Abstract of Support Judgment
- Order to Show Cause and Declaration for Contempt

## Real Property

Classes of Property ■ Ownership of Property ■ Transfer of Real Property ■ Terminology and Forms

#### Sample Forms Include:

- Short Form Deed of Trust and Assignment of Rents
- Grant Deed
- Quitclaim Deed
- Mailing Addresses and Telephone Numbers for the County Recorders of California
- Example of Fees
- LA County Notice of Exempt Transactions Under the Documentary Transfer Tax
- Request for Reconveyance

## Corporations

Formation of the Corporation ■ Meetings ■ Doing Business Under a Fictitious Name ■ Amending Articles of Incorporation ■ Voluntary Dissolution of California Corporations ■ Terminology and Forms

#### Sample Forms Include:

- Reservation Letters
- Notice of Transaction
- Statement of Abandonment
- Share/Stock Certificate
- Fictitious Business Name Statement
- Certificate of Amendment of Articles of Incorporation

## Landlord/Tenant

Unlawful Detainer ■ Terminology and Forms

#### Sample Forms Include:

- Thirty Day Notice to Quit
- Three Day Notice to Pay Rent or Quit
- Declaration of Service of Notice to Tenant
- Complaint in Unlawful Detainer
- Judicial Council Official Form Complaint
- Summons (Unlawful Detainer-Eviction)
- Prejudgment Claim of Right to Possession
- Request for Entry of Default
- Declaration in Lieu of Testimony
- Writ of Execution/Possession of Real Property
- Answer to Complaint
- Form Interrogatories-Unlawful Detainer

## Wills and Probate

Wills ■ Summary Proceedings ■ Probate Proceedings ■ Terminology and Forms

#### Sample Forms Include:

- Formal Will
- Petition for Probate of Will
- Certificate of Assignment
- Proof of Subscribing Witness
- Order for Probate
- Letters Testamentary
- Request for Special Notice
- Notice of Administration to Creditors
- Inventory and Appraisement
- Change in Ownership Statement
- Property Tax Certification
- First and Final Account and Report of Executor
- Notice of Hearing
- Affidavit or Declaration for Final Discharge

## Adoptions

Procedures in General ■ Stepparent Adoption Procedures ■ Terminology and Forms

#### Sample Forms Include:

- Petition for Adoption
- Letter to Investigating Agency
- Citation
- Memorandum for Setting for Hearing
- Decree of Adoption (Stepparent)
- Agreement and Consent
- Single Consent and Agreement

## Workers' Compensation

General Filing and Service Procedures ■ Commencing Workers' Compensation Proceedings ■ Discovery Procedures ■ Hearings ■ Lien Claims ■ Settlements ■ Miscellaneous ■ Terminology and Forms

#### Sample Forms Include:

- Proof of Service
- Application of Adjudication of Claim
- Venue Authorization
- Declaration Pursuant to Labor Code Section
- Fee Disclosure Statement
- Petition for Appointment of Guardian ad Litem and Trustee
- Subpoena
- Request for Expedited Hearing and Decision
- Petition for Reconsideration
- Notice and Request for Allowance of Lien
- Stipulations with Request for Award
- Employee's Claim for Workers' Compensation Benefits
- Compromise and Release

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Whatever role you play in your firm, *California Legal Secretary* can help you:

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— J. Monroe, Costa Mesa

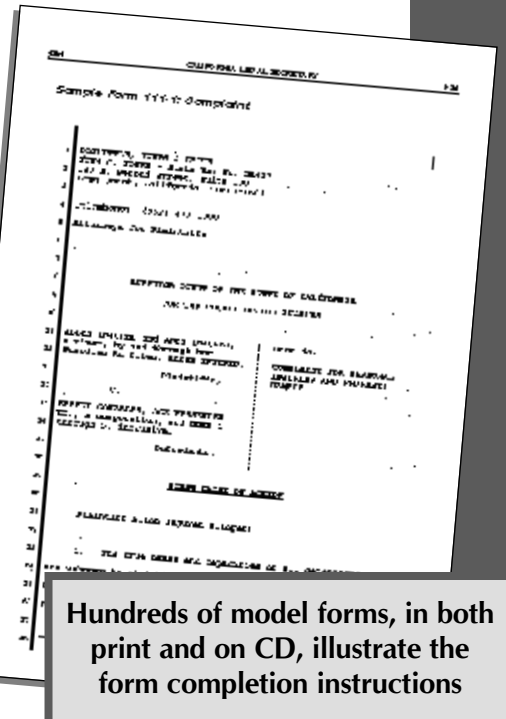
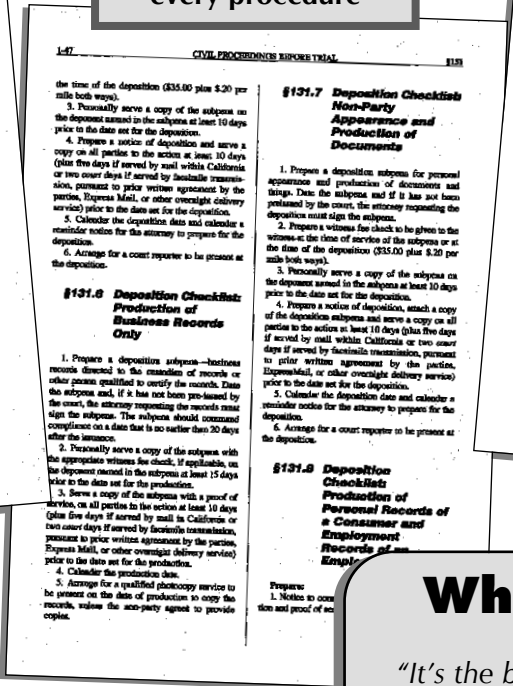
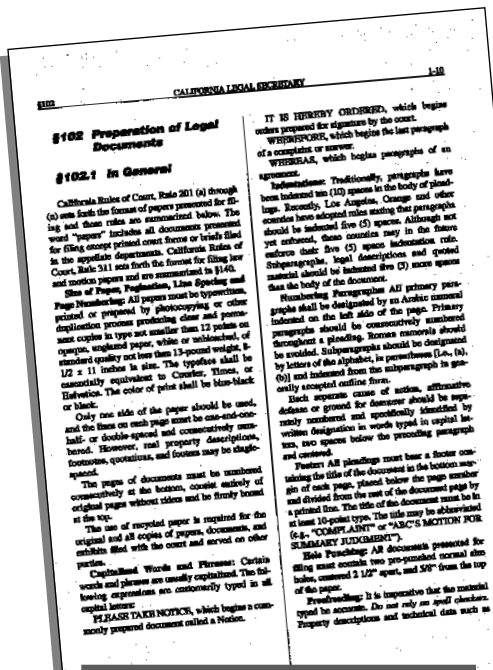
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— M. Strauss, Sherman Oaks

## The Author

**Marlene Hazlewood** has worked as a legal secretary since 1969. She was a freelance legal secretary for law firms in Los Angeles and Orange counties between 1979–1990, and she taught legal procedures at Long Beach City College from 1980–1989 and in 1991.

**Ms. Hazlewood** is currently employed by Sheppard, Mullin, Richter & Hampton in Los Angeles as a legal assistant. Her areas of practice include federal and state litigation, labor law, creditors' rights, family law, probate, corporate and real property.



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