TABLE OF CONTENTS

CHAPTER 1
CALIFORNIA COURT SYSTEM

100 Introduction 1-1
101 Appellate Courts 1-1
102 California Supreme Court 1-1
103 Courts of Appeal 1-2
104 Superior Courts 1-2
105 Rules of Court 1-3
106 Location of Courts 1-4

CHAPTER 2
STATUTES OF LIMITATION/JURISDICTION

200 Introduction 2-1
201 Time of Commencing Civil Actions—Statute of Limitations (Code Civ. Proc., §§312-366.3) 2-1
202 Parties to Civil Actions 2-9
203 Trial Court Jurisdiction (Code Civ. Proc., §§410.10-410.70, 872.110) 2-10
204 Trial Court Venue—Place of Trial (Code Civ. Proc., §§392-403, 872.110) 2-10

CHAPTER 3
ATTACHMENT/OTHER PROVISIONAL REMEDIES

300 Introduction 3-1
301 Attachments (Code Civ. Proc., §§481.010-493.060) 3-1
302 Claim and Delivery (Code Civ. Proc., §§511.010-516.050) 3-17
303 Injunctions (Code Civ. Proc., §§525-529) 3-19
304 Receivers (Code Civ. Proc., §§564-570; Cal. Rules of Court, rules 3.1175 et seq.) 3-21
305 Processing With Levying Officer 3-22

CHAPTER 4
COMMENCEMENT OF CIVIL ACTIONS

400 Introduction/Differential Case Management Rules 4-1
401 Pleadings in Civil Actions 4-3
402 Form of Papers Presented for Filing 4-3
403 Papers not to be Filed and Retention Thereof Pursuant to California Rules of Court, Rule 3.250 4-7
404 Procedure—Plaintiff 4-8

405 Procedure—Defendant 4-12
406 Summons 4-14
407 Complaint 4-15
408 Service of Summons and Complaint 4-26
409 Proof of Service of Summons 4-30
410 Appearance of a Party to an Action 4-32
411 Objections to Complaint or Cross-Complaint 4-33
412 Cross-Complaint 4-42
413 Request for Statement of Damages 4-45
414 Demand for Bill of Particulars 4-45
415 Demurrer to Answer to Complaint or Cross-Complaint 4-45
416 Rights of Third-Party Defendant 4-46
417 Amended/Amendment to Pleadings 4-46
418 Answer to Amendment to Complaint or Cross-Complaint; Answer to Amended Complaint or Cross-Complaint 4-49
419 Demurrer to Amended Answer 4-49
420 Supplemental Pleadings—Complaint and Answer 4-49
421 Motions–Explanation and Procedures Generally 4-50
422 Motion for Summary Judgment or Adjudication 4-58
423 Litigation Timetable 4-62

CHAPTER 5
DISCOVERY IN CIVIL ACTIONS

500 Introduction 5-1
501 Commencement of Discovery 5-1
502 Interrogatories and Responses 5-5
503 Inspection Demands and Responses (Forms 5-7, 5-8, and 5-9) 5-8
504 Depositions 5-14
505 Requests for Admission and Responses (Form 5-19 and Form 5-20) 5-24
506 Physical or Mental Examinations 5-27
507 Expert Witness Discovery 5-29
508 Discovery in Limited Civil Cases 5-33
509 Discovery Timetable 5-35

CHAPTER 6
PRETRIAL AND JUDGMENT IN CIVIL ACTIONS

600 Introduction 6-1
601 Uncontested Cases 6-2
602 Judgment by Default 6-2
603 Contested Cases 6-5
604 Case Management 6-5
605 Settlement Procedures 6-9
606 Notice of Trial 6-15
607 Change of Trial Date 6-15

608 Trial Preparation 6-16
609 Dismissal/Nonsuit 6-22
610 Voir Dire of Jurors and Instructions to Jury (Code Civ. Proc., §§205, 607a, 608, 609; Cal. Rules of Court, rules 2.1050, 2.1055, and 3.1540) 6-25
611 Mandatory Settlement Conference (Cal. Rules of Court, rule 3.1380) 6-27
612 Statement of Decision in Lieu of Written Findings of Fact and Conclusions of Law (Code Civ. Proc., §632) 6-27
613 Judgment 6-28
614 Notice of Entry of Judgment (Code Civ. Proc., §664.5) 6-30
615 Memorandum of Costs (Code Civ. Proc., §§1021-1038; Cal. Rules of Court, rule 3.1700) 6-30
616 Trial Preparation Checklist 6-32

CHAPTER 7
POSTJUDGMENT PROCEEDINGS

700 Introduction 7-1
701 Setting Aside or Vacating Judgment 7-1
702 Notice of Intention to Move for New Trial 7-9
703 Stay of Enforcement of Judgments and Orders 7-13
704 Enforcement of Judgments—Generally 7-14
705 Methods of Enforcing Judgments 7-23
706 Property to be Applied to a Money Judgment (Code Civ. Proc., §695.010) 7-24
707 Exemptions (Code Civ. Proc., §§703.010-704.995) 7-26
708 Examination Proceedings (Code Civ. Proc., §§708.110-708.205) 7-29
709 Judgment Liens 7-32
710 Execution on Judgment (Code Civ. Proc., §§699.510-699.560) 7-38
711 Satisfaction of Judgment (Code Civ. Proc., §§724.010-724.260) 7-43

CHAPTER 8
CIVIL APPEALS AND WRITS

800 Introduction 8-1
801 Rules on Appeal 8-2
802 Designated Courts 8-2
803 Appealable Judgments and Orders 8-3
804 Time for Filing Notice of Appeal 8-4
805 Appeals from Superior Court to Court of Appeal (Unlimited Civil Cases) 8-5
806 Appeals from Limited Civil Cases to the Superior Court Appellate Division 8-14

807 Form of Briefs 8-21
808 Number of Copies to File/Record and Briefs 8-24
809 Practical Pointers for Preparing Briefs 8-27
810 Extensions of Time to File Brief 8-28
811 Preference on Calendar 8-29
812 Oral Argument 8-29
813 Decision of Reviewing Court 8-31
814 Rehearing by Reviewing Court 8-33
815 Review by Supreme Court 8-34
816 Transfer to Court of Appeal (Limited Civil Appeals) 8-40
817 Remittitur 8-45
818 Costs on Appeal 8-46
819 Publication/Depublication of Opinion 8-48
820 Original Proceedings (Writs) 8-50
821 California Appellate Courts Directory 8-58
822 Brief Chart (Court of Appeal) 8-62
823 Unlimited Civil Appeals Timetable 8-64
824 Limited Civil Appeals Timetable 8-70

CHAPTER 9
ADR

900 Introduction 9-1
901 Prelitigation ADR 9-1
902 Alternative Dispute Resolution Information 9-2
903 Types of ADR 9-2
904 Mediation 9-3
905 Arbitration 9-4
906 Judicial Arbitration 9-4
907 Stipulation to or Referral to Judicial Arbitration or Other Form of ADR 9-6
908 Procedure—Court-Ordered Judicial Arbitration 9-7
909 Judicial Arbitration Timeline 9-12

CHAPTER 10
FORECLOSURES

PART I — MORTGAGES AND TRUST DEEDS

1000 Introduction 10-3
1001 Key Concepts in Real Property Security Transactions 10-3
1002 One Action Rule and Anti-Deficiency Statutes (Code Civ. Proc., §726) 10-4
1003 Deficiency Judgment and Purchase Money Secured Debts 10-5
1004 Deed of Trust: Dual Remedies of Judicial and Nonjudicial Foreclosure 10-5
1005 Deed in Lieu of Foreclosure 10-6

1006 Bankruptcy 10-6
1007 Conclusion 10-6

PART II — MECHANICS' LIEN
1020 Introduction 10-7
1021 Definitions 10-7
1022 Priority (Civ. Code, §8450) 10-8
1023 Notice of Nonresponsibility (Civ. Code, §8444) 10-8
1024 Preliminary Notice 10-10
1025 Mechanics' Lien 10-16
1026 Stop Payment Notice 10-19
1027 Public Works Payment Bond (Civ. Code, (§§9550-9566.) 10-26
1028 Notice of Completion 10-28
1029 Notice of Cessation 10-29
1030 Checklist for Processing a Mechanics' Lien 10-30
1031 Forms 10-32

CHAPTER 11
UNLAWFUL DETAINER
1100 Introduction (Code Civ. Proc., §§415.45-415.47, 1159-1179a; Civ. Code, §§798-798.88, 1925-1954.1, 1980-1991) 11-1
1101 General Information 11-1
1102 Types of Tenancies 11-2
1103 Termination of Tenancy 11-2
1104 Complaint for Unlawful Detainer 11-8
1105 Prejudgment Claim of Right of Possession (Code Civ. Proc., §415.46) 11-11
1106 Default Unlawful Detainer Proceedings 11-13
1107 Contested Unlawful Detainer Proceedings 11-14
1108 Discovery and Jury Fee Deadlines 11-15
1109 Trial, Judgment, Memorandum of Costs, and Eviction 11-16
1110 Claim of Right to Possession (Code Civ. Proc., §1174.3) 11-18
1111 Relief From Forfeiture of Lease 11-18

CHAPTER 12
FEDERAL CIVIL PROCEDURE & APPEALS
1200 United States Courts—Introduction 12-2

PART I — APPEALS
1201 Appeals Introduction 12-5

PART II — DISTRICT COURT
1202 United States District Courts—Generally 12-15
1203 Fees 12-17

1204 Locations of Offices of the Clerk 12-17
1205 Pleading Format and other Requirements 12-18
1206 Initiating a Civil Action in District Court 12-21
1207 Service of Process 12-22
1208 Default 12-24
1209 Contested Actions 12-25
1210 Paper, Electronic, or Facsimile Filings 12-25
1211 Preliminary Injunctions/Temporary Restraining Orders 12-25
1212 Demand for Jury Trial 12-26
1213 Execution of Judgment 12-26
1214 Alternative Dispute Resolution 12-27
1215 Law and Motion/Motions for Summary Judgment 12-27
1216 Pretrial Conferences; Scheduling; Management 12-27
1217 Pleadings Allowed in District Court 12-28
1218 Discovery 12-29
1219 Discovery Motions 12-32
1220 Bill of Costs and Motion for Attorney Fees 12-33
1221 Flowchart—Progression of Civil Litigation 12-34
1222 Local Court Rules—Introduction 12-34
1223 Local Court Rules—Eastern District 12-35
1224 Local Court Rules—Northern District 12-39
1225 Local Court Rules—Central District 12-42
1226 Local Court Rules—Southern District 12-44
1227 Federal Litigation Timetable 12-50
1228 Access to Court Records 12-53

CHAPTER 13
BANKRUPTCY
1300 Introduction 13-1
1301 General Information 13-3
1302 Automatic Stay 13-6
1303 Voluntary Cases 13-7
1304 Amended Pleadings 13-13
1305 Representing a Debtor in a Voluntary Chapter 7, 11, or 13 13-13
1306 Representing Creditors 13-17
1307 Involuntary Cases 13-19
1308 Electronic Case Filing (ECF) 13-20

CHAPTER 14
FAMILY LAW
1400 Introduction 14-2
1401 Purpose—Nullity/Legal Separation/Dissolution of Marriage 14-3
1402 General Procedure Outline—Nullity/Legal Separation/Dissolution Proceedings 14-3
1403 Nullity of Marriage Proceedings 14-4

1404 Legal Separation Proceedings 14-5
1405 Dissolution of Marriage Proceedings 14-6
1406 Default Proceedings 14-11
1407 Uncontested Proceedings 14-15
1408 Contested Proceedings 14-16
1409 Arbitration 14-23
1410 Bifurcation 14-23
1411 Trial Setting 14-25
1412 Judgment (Contested Proceedings) 14-25
1413 Summary Dissolution Proceedings 14-26
1414 Nunc Pro Tunc Judgment 14-28
1415 Request for Order Proceedings—Injunctive/ Temporary Orders 14-28
1416 Request for Order Re Modification 14-31
1417 Request for Order 14-33
1418 Expedited Child Support 14-34
1419 Joinder of Parties (Cal. Rules of Court, rule 5.24) 14-36
1420 Joinder of Employee Pension Benefit Plan 14-38
1421 Enforcement Proceedings 14-40
1422 Postjudgment Discovery (Support) 14-47
1423 Uniform Interstate Family Support Act (Fam. Code, §§4900-4975) 14-48
1424 Emancipation of Minors 14-52
1425 Uniform Parentage Act (UPA) 14-58
1426 Statewide Uniform Child Support Guideline 14-59
1427 Restoration of Former Name 14-62
1428 Substitution/Withdrawal of Attorney 14-63
1429 Domestic Violence Prevention Act (Fam. Code, §§6200-6219) - Generally 14-63
1430 Emergency Protective Orders – DVPA (Fam. Code, §§6240-6275) 14-66
1431 Available Ex Parte Orders - DVPA 14-69
1432 Available Orders After Hearing - DVPA 14-72
1433 Local Child Support Agency Child Support and Paternity Proceedings 14-77

CHAPTER 15
ADOPTIONS

1500 Introduction 15-1
1501 Jurisdiction and Venue 15-2
1502 General Information 15-2
1503 Independent Adoptions 15-10
1504 Agency Adoptions 15-15
1505 Stepparent Adoptions 15-20
1506 Adult Adoptions 15-23
1507 Intercountry Adoptions 15-26
1508 Vacation of Adoption 15-28
1509 Freedom From Parental Custody and Control Proceedings 15-29

1510 Declaration That Consent is Not Necessary in Adoption Proceedings 15-35
1511 Termination of Parental Rights (Alleged Fathers) in Adoption Proceedings 15-38
1512 Appointment of Confidential Intermediary 15-41

CHAPTER 16
CRIMINAL LAW AND PROCEDURE
1600 Crime Defined 16-1
1601 Felony, Misdemeanor, and Infraction Defined; Punishments 16-1
1602 Statutes of Limitation 16-3
1603 Arrests 16-4
1604 Bail—Generally 16-7
1605 Extradition 16-11
1606 Forfeiture Actions 16-13
1607 Infraction Procedure 16-18
1608 Misdemeanor Procedure 16-19
1609 Felony Procedure 16-26
1610 Discovery 16-32
1611 Juvenile Procedure 16-39
1612 Writs and Appeals 16-43
1613 Department of Motor Vehicles Proceedings 16-52
1614 Sealing of Records 16-55

CHAPTER 17
PROBATE PROCEEDINGS
1700 Introduction 17-2

PART I — ESTATES OF DECEDENTS
1701 Procedures Prior to Filing Probate Court Proceedings 17-7
1702 Brief Summary of Probate Court Procedures 17-13
1703 Notices 17-18
1704 Appointment of Personal Representative 17-19
1705 Appointment of Special Administrator 17-30
1706 Contest of Will or of Appointment of Personal Representative 17-34
1707 Independent Administration of Estates Act 17-36
1708 Spousal/Domestic Partner Property Confirmation and Set-Aside 17-42
1709 Family Protection 17-46
1710 Inventory and Appraisal 17-54
1711 Presentation and Payment of Claims 17-62
1712 Taxes and Postmortem Estate Planning 17-71
1713 Powers and Duties of Personal Representatives 17-80
1714 Sales 17-87
1715 Notes, Mortgages, Leases, Contracts, and Exchanges 17-101

1716 Determination of Persons Entitled to Distribution 17-106
1717 Partition of Property 17-108
1718 Compensation and Accounting 17-110
1719 Distribution and Discharge 17-117
1720 Establishing and Reporting Fact of Death 17-126
1721 Transfer of Small Estates Without Administration 17-127

PART II — GUARDIANSHIPS/CONSERVATORSHIPS
1740 Introduction 17-137
1741 General Provisions 17-140
1742 Jurisdiction and Venue 17-143
1743 Notices 17-145
1744 Appointment of Legal Counsel 17-148
1745 Guardianships 17-151
1746 Conservatorships 17-158
1747 Temporary Guardians and Conservators 17-176
1748 Oath, Letters, and Bond 17-181
1749 Powers and Duties of Guardian or Conservator 17-183
1750 Inventory and Accounts 17-206
1751 Compensation of Guardian, Conservator, and Attorney 17-212
1752 Removal of Guardian or Conservator; Appointment of Successor 17-215
1753 Transfer of Assets Out of State 17-217
1754 Appeals 17-218

PART III — TRUST LAW
1770 Introduction 17-221
1771 Creation and Validity of Trusts 17-224
1772 Liability of Beneficiary; Restrictions on Transfers 17-226
1773 Modification and Termination of Trusts 17-230
1774 Trustees and Beneficiaries 17-233
1775 Powers and Duties of Trustee 17-239
1776 Uniform Principal and Income Act 17-250
1777 Liability of Trustees to Beneficiaries 17-264
1778 JUdicial Proceedings Concerning Trusts 17-270
1779 Rights of Third Persons 17-284
1780 Uniform Management of Institutional Funds 17-287
1781 Payment of Claims, Debts, and Expenses From Revocable Trust of Deceased Settlor 17-290
1782 Proration of Estate Taxes 17-301
1783 Construction of Wills, Trusts, and Other Instruments 17-304
Probate Forms

CHAPTER 18
WORKERS' COMPENSATION
1800 Introduction 18-2

1801 Insurance Coverage 18-8
1802 Jurisdiction; Employment 18-9
1803 Document Filing Requirements 18-10
1804 Improper Filing of Documents 18-12
1805 Venue 18-12
1806 Locations of Division of Workers' Compensation and Workers' Compensation Appeals Board Offices 18-12
1807 Time Limitations 18-12
1808 Pleadings 18-14
1809 Permanent Disability Ratings 18-15
1810 Setting for Trial—Mandatory Settlement Conference and Declaration of Readiness to Proceed 18-16
1811 Judgment—Findings and Award or Order 18-16
1812 Review 18-16
1813 Petition for Reconsideration 18-17
1814 Petition for Writ of Review 18-18
1815 Enforcement of Findings and Awards 18-20
1816 Fees for Transcripts; Copies of Documents; Certificates; Case File Inspection 18-20
1817 Petitions and Motions 18-21
1818 Stipulated Award or Compromise and Release 18-24
1819 Petition for Commutation 18-24
1820 Supplemental Proceedings - Petition to Reopen: Petition for New and Further Disability 18-25
1821 Calendars and Procedures 18-25
1822 Correspondence with WCAB 18-26
1823 Vocational Rehabilitation/Supplemental Job Displacement Benefit 18-26
1824 Arbitration 18-28

CHAPTER 19
CALIFORNIA COMMERCIAL CODE

1900 Introduction 19-1
1901 Code Provisions 19-1
1902 Secured Transactions; Perfection 19-3
1903 Financing Statement—Form UCC1 19-4
1904 Financing Statement Amendment—Form UCC3 19-7
1905 UCC Financing Statement and Amendment Additional Party 19-7
1906 National Correction Statement—Form UCC5 19-8
1907 National Information Request—Form UCC11 19-8
1908 Notice (To Creditors) of Intended Bulk Transfer 19-9
1909 General Information 19-9

CHAPTER 20
CORPORATIONS

2000 Introduction 20-1

2001 Formation of Corporations 20-4
2002 Bylaws 20-14
2003 First Meeting of Incorporators and/or Directors 20-15
2004 Securities 20-17
2005 Operation of Corporations 20-20
2006 Mergers 20-23
2007 Dissolution of Corporations 20-25

CHAPTER 21
PARTNERSHIPS & LIMITED LIABILITY COMPANIES
2100 Introduction 21-1
2101 Types of Partnerships 21-1
2102 General Partnerships 21-2
2103 Limited Partnerships 21-4
2104 Limited Liability Companies 21-13

CHAPTER 22
INTELLECTUAL PROPERTY LAW
2200 Introduction 22-2

PART I — COPYRIGHTS
2201 Form of Protection 22-15

PART II — TRADEMARKS
2202 Introduction 22-25
2203 Application Content and Form 22-28
2204 General Procedures and Suggestions 22-32
2205 Procedural Examination of Use Applications 22-35
2206 Procedural Examination of Intent to Use Applications 22-37
2207 The Registration 22-39
2208 Assignment of Trademarks 22-41
2209 Oppositions 22-44
2210 Cancellation Proceedings 22-47
2211 State Registration (California) 22-47
2212 Foreign Trademarks 22-50
2213 Uspto Trademark Filing Fees 22-50
2214 Classification of Goods and Services 22-51

PART III — PATENTS
2215 Introduction 22-53
2216 The Written Application 22-56
2217 Preparing the Written Application for Inventor Review and Filing with the USPTO 22-67
2218 Information Disclosure Statement 22-69
2219 Prosecution (Examination) of the Application 22-71
2220 Continued Prosecution Application (CPA) 22-81
2221 Continuation-in-Part Application 22-82

2222 Divisional Application 22-83
2223 Design Application 22-84
2224 Revival of an Abandoned Application or Lapsed Patent 22-86
2225 Appeals 22-86
2226 Foreign Applications 22-87
2227 Patent Cooperation Treaty (PCT) 22-87
2228 Electronic Patent Filing 22-88
2229 Uspto Patent Filing Fees 22-89

CHAPTER 23
MISCELLANEOUS GENERAL INFORMATION
2300 Notaries Public 23-1
2301 Promissory Note 23-7
2302 Fictitious Business Name Statements 23-8
2303 Computation of Time 23-11
2304 General Service of Process and Proof of Service 23-12
2305 Notice of Pendency of Action ("Lis Pendens") 23-18
2306 Guardian ad Litem 23-21
2307 Substitution of Attorney; Withdrawal; Motion to be Relieved 23-22
2308 Declaration of Homestead 23-23
2309 Verifications 23-26
2310 Filing Fees, California Courts 23-27
2311 County Recorder Requirements 23-30
2312 Power of Attorney 23-33
2313 Facsimile Transmission of Filings 23-33
2314 Legal Ethics 23-35
2315 Correspondence 23-37
2316 Form Files 23-40
2317 Contracts 23-40
2318 Court Pleadings 23-41
2319 Change of Name 23-42

INDEX Index-1