INDEX

References are to chapter paragraph numbers

- **A** -

Administrative Tribunals
  Purpose of – 2.8
Affirmative Defenses
  Generally – 7.3.1
  CACI – 2.4
Alternative Dispute Resolution (ADR)
  Assisting the attorney in investigation – 2.3
  Generally – 2.2
American Arbitration Association
  General – 2.2
American Bar Association (ABA)
  Code of Ethics – 1.2
Amended pleading
  General – 7.5, 8.3, 9.4.1
  Response – 7.5.2.2
Amendment to complaint
  As a matter of right – 7.5.1
  Effect of – 7.5.2.1
  Leave of court – 7.5.2
  To substitute true names of "DOES" – 7.2.2.5
Answers
  Affirmative Defenses – 7.3.1
  Generally – 7.3
  Judicial Council Form – 7.3
  Prayer – 7.3.2
Application and Order to Allow Amendment to Complaint – *See* Complaint
Application for Order for Publication of Summons and Proposed Order
  For publication of summons – 5.3
Arbitration
  Overview of civil litigation – 2.2
Artificial Intelligence – 1.4
Assembly Bill 1761
  Definition of paralegal titles – 1.2
Attorney Affidavit of Fault
  Controlling factor in determining relief for mistake or neglect – 6.7
Attorney–Client Privilege
  Meeting with client – 2.2
  Objection to Interrogatory – 9.6.8
  Objection to Inspection Demand – 9.8.11
  Paralegal ethics – 1.2
  Privilege in discovery – 9.4.2
  When client is sued – 2.1
Attorney's Fees Recovery
  When authorized – 2.6
Attorney's Fee Provision
  Overview – 2.2
Attorney's Signature
  On complaint as certification – 2.6
Authorizations for the Release of the Client's Medical Records
  Assisting attorney in investigation – 2.3

- **B** -

Bankruptcy – 3.1
Business and Professions Code – *See* Assembly Bill 1761
Business Records Subpoena – 9.9.9, 9.12.1

- **C** -

CACI Jury Instructions
  Causes of Action – 2.4
  Affirmative Defenses – 2.4
  Use in discovery – 9.5

Calendaring system
Use by paralegal to ensure deadlines – 2.4
California Alliance of Paralegal Associations ("CAPA")
Certification – 1.3
Paralegal associations – 1.2
California Approved Civil Instructions For Jurors, *See* CACI
Cause of Action
Alleging – 7.2.4
Generally – 2.4
Definition of – 7.2.4
Certificate of Merit
With filing of professional negligence suit – 2.7
Action re childhood sexual abuse – 2.9
Certification
Generally – 1.3
Of corroborative fact with leave to amend complaint – 2.9
Chapter 7 Bankruptcy
Who has standing to sue – 3.1
Civil Case Cover Sheet
To accompany complaint – 7.2.1
Civil Discovery Act – *See* Discovery
Civil Litigation
Overview – 2.1–2.11
Class Actions
In intervention – 3.3
Clear and Convincing Standard
For punitive damages against religious institutions – 7.2.10
Clergy–Penitent Privilege – 9.4.2
Collateral Estoppel – *See* res judicata
Common Interest Development
General suit information – 2.7
Complaint
Application and Order to Allow Amendment to Complaint – 7.5.1
Designating Parties – 7.2.2
First Amended Complaint – 7.5.1
Form Complaint – 7.2.4
Format Requirements – 7.2.1
Complaint in intervention
General – 3.3
Complaint in interpleader
When to file – 3.4
Function of – 7.4.1
Permissive – 7.4.2, 7.4.3
Motions for leave to amend the pleadings – 7.5.1
Motion for leave to file an amended complaint – 7.5.1
Stipulation – Early Organizational Meeting – 8.1.6.10
Subscription – 7.2.8
Supplemental Pleading – 7.5.3
Verification – 7.2.9
Compound, Conjunctive, Disjunctive Questions
Prohibited as interrogatories – 9.6.6
Concurrent
Subject matter jurisdiction – 4.1
Confidentiality
Financial Accounts – 7.1
Social Security Numbers – 7.1
Conflicts of Interest
Paralegal's ethical obligation – 1.2
Conservatorship
General – 3.1.1
Conspiracy
Claims against attorneys – 2.9
Construction defects
Actions for – 2.7
Consumer
Definition of in relation to subpoena of consumer records – 9.9.10

Corporation
Standing to sue – 3.1.1
Counterclaim
In small claims – 4.1
Cross-Complaints –
Drafting requirements – 7.4.3
Function – 7.4.1
Permissive v. Compulsory – 7.4.2
Service – 7.4.3
Custodian of Records
Affidavit – 9.9.9
Business records subpoena must be directed to – 9.9.9
For subpoena for consumer or employee records – 9.9.10
Reimbursement of costs – 9.9.9

- **D** -

Decedent – Standing to Sue – 3.1
Declaration
Accompanying application to court to extend pleading time – 7.3
Accompanying motion to compel answer or appearance at deposition – 9.9.15
Form – 10.2
In support of notice of motion – 10.1
Declaration for Additional Discovery
See Declaration of Necessity
Declaration of Attempted Personal Service
Manner of service for summons – 5.3
Declaration of Necessity
Attached to request for more than 35 interrogatories – 9.6.2
Attached to Requests for Admission – 9.7.5
Generally – 9.6.5
Protective order – 9.6.5
Default Judgment
Entry of Default – 6.1
By clerk – 6.2, 6.3
By court – 6.4
Relief from – 6.5, 6.6
Mandatory relief – 6.6
Discretionary relief – 6.7
Equitable relief – 6.8
Void judgment – 6.9
Demand for Exchange of Expert Witness List
In general – 9.11, 9.11.3
Demand for Inspection
Form of Demand – 9.8.9
Responding to Demand – 9.8.11
Demand Letter
Pre-lawsuit – 2.7
Demurrers
Amendment after demurrer – 7.5.2
Drafting the demurrer – 8.1.4
Function of a demurrer – 8.1.2
Grounds for demurrer – 8.1.3, 8.16
Another action is pending between the same parties with the same cause of action – 8.1.6.3
Demurrers to Judicial Council form pleadings – 8.1.6.8
Failure to allege whether contract is written, oral, or by implied contract – 8.1.6.5
Failure to attach attorney certificate in certain malpractice actions – 8.1.6.7
Lack of subject matter jurisdiction – 8.1.6.1
Plaintiff lacks capacity to sue – 8.1.6.2

Preparing and filing the demurrer – 8.1.6.9
Ruling on the demurrer – 8.1.6.10
Uncertainty – 8.1.6.4
Hearing on Demurrer – 8.1.5
Ruling on Demurrer – 8.1.6.10
Deponent
General – 9.9.4
Deposition
Advantages – 9.9.1
Challenging – 9.9.7
Disadvantages – 9.9.2
Electronic Discovery – 9.8.5
Experts – 9.11.3
Geographical Limitations – 9.9.12
Generally – 9.9
Hague Convention – 9.9.12
Letters Rogatory – 9.9.12
Motion to Compel – 9.9.15
Notice – 9.9.5
Objections – 9.9.7
Paralegal's Role – 9.9.17
Procedural limitations – 9.9.3
Reporter – 9.9.13
Scheduling – 9.9.6
Subpoena – 9.9.8, 9.9.9, 9.9.11
Use of Deposition at Trial – 9.9.16
Video Recording – 9.9.13
Deposition Summary
Deposition Transcript
Moving party lodges with the court – 9.9.15
Use of at trial – 9.9.16
Deposition Subpoena
Challenging of – 9.9.11
For consumer records – 9.9.10
For employee records – 9.9.10
For production of ESI – 9.9.9
For production of records by nonparty – 9.9.9
For production of records by party – 9.9.8
Motion to Quash – 9.9.11
Personal service – 9.9.9
Records custodian – 9.9.10
Discovery
CACI – 2.4
Civil Discovery Act – 9.2
Contractual Arbitration Proceedings – 9.2.1
Court orders – 9.5
Creating a plan – 9.5
Cut-off – 9.5
Dispute resolution – 9.6.10
Federal Rules of Civil Procedure – 9.2
Fishing Expeditions – 9.4.1
Hold – 9.6.3, 9.7.3, 9.8.3, 9.9.4
Initial Disclosures – 9.4.1.1
Limited – 9.12
Plan – 9.5
Privilege – 9.4.2
Purpose – 9.1
Relevance – 9.4.1
Right to – 9.4.1
Sanctions – 9.12.3
Scope – 9.4
Technology – 9.3
SCA – 9.3
Discovery Motions
Deadline for hearing – 9.6.3
Discovery Resolution Stipulation – 9.6.10
Documents
Definition of – 9.8.4
Index – 9.8.13
Organization of – 9.8.13
Production – 9.8.13
Privileged documents – 9.8.13
Electronically – 9.8.13
"Doe" / "DOES" Defendant
As designating party – 7.2.2.5
Basis for naming – 2.6
In amended complaint – 7.5.2

Domicile
Definition of – 4.5

- **E** -

Electronic Discovery
General – 9.8.5
Electronic Filing – 2.11
Electronically Stored Device
Preservation of evidence – 2.7
Electronically Stored Information ("ESI") – 2.7, 9.3, 9.8.5, 9.8.9, 9.8.11, 9.9.8, 9.9.9
Employee Records – 9.9.10
Entry of default judgment
General – 6.1
Ethical ban on communicating with parties who are represented by counsel
General – 2.3
Excusable Neglect
Basis for relief from default – 6.7
Exhaustion of Remedies
Generally – 2.8
Exhibits – 7.2.4, 10.2
Exhibit List – 9.8.13
Ex parte
Defined – 1.2
Forms of relief available – 10.6
Order shortening time – 10.2
Writ of Possession – 11.3
Ex parte application for order substituting party and order upon motion
For substitution of parties – 3.5
Ex parte writ of possession
For writ of possession – 11.3
Expert
Assisting attorney in investigation – 2.3
Challenge a demand – 9.11.2
Definition of – 9.11.1
Demand for Exchange – 9.11.2
Designation – 9.11.3
Disclosure – 9.11.3
Exchange of Expert Information – 9.11.3
Deadlines – 9.11.2
Expert Declaration – 9.11.3
Exclusion – 9.11.3
Fees – 9.11.3
Motion to augment or amend – 9.11.3
Supplemental Designation – 9.11.3
Treating physicians – 9.11.3

- **F** -

Fact Pleading
Concise and ordinary language of pleadings – 7.1
Fee arrangements
Overview – 2.1
Hourly Rate – 2.2
Fixed Fee – 2.2
Contingent Fee – 2.2
Filing Fee
Overview – 2.10
Forum Non Conveniens – 4.7
Forum-selection Clause – 2.1

- **G** -

Gatekeeper statutes
Limit pleadability of certain claims – 7.2.10
General Appearance – 4.5
General Denial
As a form of answer to the complaint – 7.3
General Jurisdiction
Overview – 2.6
Golden Rule
Evidence in summary judgment motion – 12.2

- **H** -

Hague Convention on service of process
For summons – 5.3
Harassment
Injunctions to prevent – 11.1.3
Healthcare Provider
Notification – 2.7

- **I** -

"In camera"
Definition – 2.9
In default
When defendant in – 6.1
Incorporation by reference – 7.2.4
Indispensable Party
Non-joinder of – 3.2
Injunctions
Common – 11.1.2
In general as provisional remedy – 11.1
Preliminary – 11.1.1
Procedures – 11.1.1
Inspection of Documents
Generally – 9.5
Things, generally – 9.5, 9.8.6
Places, generally – 9.5, 9.8.7
Inspection Demand
Advantages – 9.8.1
Disadvantages – 9.8.2
Electronic Discovery – 9.8.5
Enforcing – 9.8.12
Form of – 9.8.9
Generally – 9.8
Inspection of Things – 9.8.6
Inspection of Land – 9.8.7
Objections – 9.8.11
Relief from waiver to object – 9.8.11
Production – 9.8.11
Service of demand for inspection – 9.8.3
Responding – 9.8.11
Supplemental Demands – 9.8.8
Insurance Coverage
When client has been sued – 2.1
Installment sales for motor vehicles
Specific allegations of venue via statute – 7.2.3
Internet Service Provider – 9.9.11
SCA – 9.3
Interpleader
Overview – 3.4
Interrogatories
Advantages – 9.6.1
Amended and Supplemental – 9.6.9
Declaration of Necessity – 9.6.5
Disadvantages – 9.6.2
Failure to respond within time limit – 9.6.6
Form Interrogatories – 9.6.4
Format – 9.6.6
General – 9.6
Interrogatory answers – 9.6.8
Motion to Compel – 9.6.10
Objections – 9.6.8
Service – 9.6.3
On entities – 9.6.6
Supplemental – 9.6.9
Use at trial – 9.6.11
Verification – 9.6.8
Internet – 9.5
Intervention
Generally – 3.3
Investigation – 2.5

- **J** -

Joinder
Not required for causes of action in single suit – 7.2.6
Joinder is compulsory – 3.3
Overview – 3.2
Judgments
Voidable – 6.10

Judicial Council Forms – 7.1, 7.2.4, 7.3, 7.4.3
Judicial Council of California's Civil Jury Instructions ("CACI") – *See* CACI
Jurisdiction
Challenging – 4.6
Concurrent – 4.9
Federal vs. State – 4.9
General – 2.6
Limited – 2.6
Nonresident – 4.5
Personal – 4.5
Small Claims Court – 4.3
Subject Matter – 4.1, 4.4
Removal – 4.9

- **L** -

Law and Motion
In general – 10.1
Leave to amend complaint
Application for – 2.9
Legal Assistant, Title
Certification – 1.3
Generally – 1.2
Legal Document Assistant, A
Definition of – 1.2
Liability Insurance – 2.6
Limited Civil Case
Filing considerations – 4.2
Limited Jurisdiction
Amount in controversy – 4.2
Overview – 2.6
Limited Liability Company
Agent for service of process – 5.2
Litigation Privilege
Pre-lawsuit communications protected by – 2.7
Local Action
Definition of – 4.7
Los Angeles Paralegal Association, The – 1.2

- **M** -

Malicious Prosecution
Failure to properly investigate claim prior to filing of complaint – 2.6
Manner of Service
For summons – 5.3
Mediation – 13.6
Mediation Privilege – 9.4.2
Settlement Agreements – 9.4.2.
Medical Malpractice
Generally – 2.7
Medical Board Proceedings – 9.4.2
Medical Reports, Exchange of – 9.10.3
Meet and Confer Obligation
Discovery mechanism – 9.2
Memorandum of Costs
Accompanied with proposed form of judgment for entry of default – 6.4
Memorandum of Points and Authorities
Accompanying notice of motion – 10.2
With motion for summary judgment – 12.2
Mental Examination
Court Order – 9.10.2
Generally – 9.10
Minimum Educational Standards
Certification – 1.3
Minor Standing to Sue – 3.1
Monetary Sanctions
Enforcing demands – 9.8.12
Losing party on demand for examination – 9.10.1, 9.10.3
Purpose – 9.2
Unsuccessful opposition to motion to compel – 9.9.15
Motion
Hearing – 10.4
Notice Period – 10.2
Preparing and filing – 10.2

Telephonic Appearance – 10.4
Motion Based on the Convenience of Witness Ground
Timing of filing – 4.8
Motion in Federal Court to Remand the Action to the State Court
If removal is improper – 4.9
Motion for Change of Venue – 4.8
Motion for Judgment on the Pleadings
Generally – 8.3
Motion for Leave to Amend
General – 7.5.1
Motion for New Trial
15 days after entry of judgment or order – 12.8
Motion for Order Appointing Receiver
To appoint receiver – 11.2
Motion for Order Establishing Admissions
In general – 9.7.9
Motion for Protective Order
Discovery mechanism – 9.2
In response to Interrogatories – 9.6.7
To challenge declaration for additional discovery – 9.6.5, 9.7.7
Motion for Reconsideration – 10.5
Motion for Reclassification – 4.2
Motion for Relief from a Judgment
In general – 6.9
Motion for Relief from Default
By showing lack of notice from entry of default – 6.5
For mistake, inadvertence, surprise or excusable neglect – 6.6
Generally – 6.5
Motion for Substitution of Personal Representative for Deceased Defendant
Generally – 3.5
Motion to Amend to add a punitive damages claim
Against a healthcare provider – 7.2.10
Motion to Compel
Answers or Appearance at Deposition – 9.9.11, 9.9.15
Arbitration – 2.8
Discovery – 9.2
Discovery Resolution Stipulation – 9.10
Enforcing demand – 9.8.12
Further Responses to Interrogatories– 9.6.10, 9.6.10.3
Request for Admissions – 9.7.10
Motion to Compel Joinder of Party
Overview of, filing requirements for –3.2
Motion to Dismiss for Delay in Service of Summons
Notice Period – 10.2
Overview – 5.5
Motion to Quash Deposition Subpoena – 9.9.10, 9.9.11
Motion to Quash Service of Summons
For contesting personal jurisdiction – 4.5, 4.6
For challenging service of summons – 5.4
Notice Period – 10.2
Motion to Strike
Amendment after Granting – 7.5.2
Background – 8.2.1
Generally as challenge to the pleadings – 8.2
Grounds – 8.2.2
Moving Papers – 8.2.3
Ruling on motion – 8.2.4
Motion to Transfer
In general – 4.8
Moving Papers
Generally – 8.2.3

Declarations – 10.2
Notice of Motion – 8.2.3
Points and Authorities – 8.2.3
Proposed Order – 8.2.3
Injunction – 11.1
Motion to compel – 9.6.10
Motion for summary judgment – 12.5

- **N** -

National Association of Legal Assistants (NALA)
Role of Paralegal, The – 1.1
National Federation of Paralegal Associations
Certification – 1.3
Paralegal Associations – 1.2
Necessary Parties
Joinder – 3.2
Negative Pregnant
Allegations when preparing a verified answer – 7.3
Negligence
Example of cause of action – 2.4
New Matter
Grounds for banning recovery; affirmative defenses – 7.3.1
Non-Attorney Legal Services
Role of paralegal – 1.2
Non-Party Witnesses
In depositions – 9.9.4
Notice and Acknowledgment of Receipt Form
For personal service of summons – 5.3
Notice of Deposition
Content – 9.9.5
Notice of Hearing on Demurrer – 8.1.4
Service – 9.9.5
Notice of Intent to commence action against health care providers
Commencement of medical malpractice suit – 2.7
Notice of Motion
See Moving Papers
Notice of Privacy Rights
See Notice to Consumer
Notice of Removal
Overview for removing case – 4.9
Notice of Ruling
On demurrer – 8.1.6.10
Posthearing – 10.5
Notice Period
How computed – 10.1
Notice Pleading
In federal court – 7.1

- **O** -

Objections
To interrogatories – 9.6.8
Written to deposition – 9.9.7
Official Records – 9.4.2
Opposition to Motion
Generally – 10.3
Order to show cause
For Temporary Restraining Order – 11.1.1
Orders – 10.5

- **P** -

Paralegal
Certification – 1.3
Generally – 1.2
Title – 1.2
Parties Designating – 7.2.2
Partner as Plaintiff – 7.2.2.2, 7.2.9
Permanent Injunction Hearing
When to be held – 11.1.3
Permissive Cross-Complaint –
See cross-complaint
Personal Jurisdiction
In general – 4.5
Foreign corporations – 4.5
Limited or specific – 4.5

Minimum necessary requirements – 4.5
Procedures to challenge – 4.6
Personal Service of Summons – *See* Summons
Physical Examination
Court Order – 9.10.2
As discovery tool – 9.5
Generally – 9.10
Motion to Compel – 9.10.1
Pleadings
Background – 7.1
Plead Around
A defense – 7.2.4
Plead with Particularity
For allegations of fraud – 7.2.4
Police Officers' Files – 9.4.2
Prayer
Complaint – 7.2.7
Answer – 7.3.2
Prejudgment Interest
For prayer for relief – 7.2.7
Preliminary Injunction – *See* Injunction
Privileges – 9.4.2, 9.8.11
Probable Cause
Lack of – 2.4
Probable Validity
For Temporary Restraining Order – 11.3
Professional Negligence
General – 2.7
Proof of Service
Of motion – 10.1
Of Summons – 5.2
Pro Per
Generally – 2.9
Proposed Order on Demurrer and Notice of Entry of Order on Demurrer
Demurring party must prepare – 8.1.6.10
Proposed Order Granting Motion
Posthearing procedures – 10.5
Protective Order
Depositions – 9.9.14
Electronic Discovery – 9.8.5
Experts – 9.11.2
Generally – 9.4.1
Inspection Demands – 9.8.10
Interrogatories – 9.6.7
"Meet and confer" declaration – 9.9.14
Mental Examination – 9.10.1
Physical Examination – 9.10.1
Requests for Admission – 9.7.7
Prove up
Plaintiff required to do for entry of default – 6.4
Punitive Damages
For malicious conduct by attorney – 2.6
Pleading requirements – 8.2.1
Prior court order required – 2.9, 7.2.10
Motion to strike – 8.2, 8.2.2

- **R** -

Real Party in Interest
Standing to sue – 3.1
Receivers/Receiverships
In general – 11.2
Reciprocal Case Questionnaire
Special discovery procedures – 9.12.2
Reclassification
From general to limited – 2.6
Recovery of Damages for Pain, Suffering or Disfigurement – 3.1.1
Relation Back Doctrine
After amending of Doe defendant – 2.6
Effect of Amendment – 7.5.2.1
Substitution – 3.5
For late filing of cross-complaint – 7.4.3
Remedies Available to Injured Consumer

For ethical violations by paralegal – 1.2
Responses – 9.7.8
Removal – 4.9
Reply to Opposition to Motion – 10.3
Request for Entry of Default
Purpose of and overview – 6.2
Statement of damages – 6.2
General Damages – 6.2
Special Damages – 6.2
Request for Judicial Notice – 10.2
Request for Production of Documents – *See* Inspection Demand
Request for Statement of Witnesses and Evidence – 9.12.2
Requests for Admission (RFA) – 9.7
Advantages – 9.7.1
Amending or withdrawing – 9.7.12
Costs for false denials – 9.7.11
Declaration of necessity – 9.7.5
Definition – 9.7
Disadvantages – 9.7.2
Effect of Admissions – 9.7.13
Formats of RFAs – 9.7.6
In general – 9.5
Interrogatory 17.1 – 9.6.4
Judicial Council form requests for admission – 9.7.4
Motion to Compel – 9.7.10
Motion for Order Establishing RFAs – 9.7.9
Objections – 9.7.8
Responses – 9.7.8
Sanctions – 9.7.14
Service – 9.7.3
Res judicata
Denial for motion for equitable relief is not – 6.8
General demurrer is sustained – 8.1.6.6
Response to Inspection Demand – *See* Inspection Demand
Responses to Interrogatories – *See* Interrogatories
Retainer Agreement – 2.2
Right to Repair Act – 2.7
Rule of 35 Interrogatories – 9.6.5

- **S** -

Sanctions
Bad faith actions – 2.6
Complaint lacking merit – 2.6
Discovery – 9.12.3
Filing of frivolous opposition – 10.3
Motion to compel – 9.6.10.2, 9.6.10.3, 9.8.12, 9.9.7, 9.9.11, 9.9.15
Protective orders – 9.9.14
Self-Incrimination Privilege – 9.4.2
Separate Statement of Undisputed Facts
Motion for Summary Judgment – 12.2, 12.3
Service of Process – 4.1, 4.6, 5.2, 5.3
By other methods – 5.2.5
On corporations – 5.3.3
Small Claims Action
Overview – 4.1
When commenced – 4.1
Small Claims Court – 4.3
Jurisdiction – 4.3
Sole Proprietor – 7.2.2.3
Special Motion to Strike Notice Period – 10.2
Spousal Privilege – 9.4.2
Standing to Sue – 3.1
Statement of Damages
Default – 6.2
Stipulation – Early Organizational Meeting – 8.1.6.10
Stored Communications Act – 9.3
Subject Matter Jurisdiction
General – 4.1

Subpoena – *See* Deposition Subpoena
Subscription
Answer to complaint signed by attorney – 7.3.3
Pleadings – 7.2.8
Substitution of Parties
General – 3.5
Successor in Interest
Decedent – 3.1
Minor – 3.1
Standing to sue in Bankruptcy – 3.1
Substitution of Parties – 3.5
Summary Judgment / Adjudication
In general – 12.1
Summary Judgment Motion
Appellate Review – 12.9
Burden of Proof – 12.5
Evidentiary requirements – 12.2
Exhibits – 12.2
Format – 12.2
General – 12.1
Golden Rule – 12.2
Judgment on Summary Judgment – 12.7
Moving Party – 12.2
Notice Period – 10.2, 10.6
Opposition – 10.3, 12.3
Order – 12.7
Procedural Requirements – 12.2, 12.3, 12.4
Reply – 12.4
Ruling – 12.6
Separate Statement of Undisputed Facts – 12.2, 12.3
Summons and Service of Process
Actions against the State – 5.2.4
By Publications – 5.3.6
CMRA – 5.2
Failure to Comply – 5.3.9
Foreign – 5.3.8
Generally – 5.1
Issuance – 5.1
Jurisdiction and Service of Process Act – 3.4
Notice – 5.3.5
Outside CA but within US – 5.3.7
Personal service – 5.3.1
Publication – 5.3
Substitute Service – 5.3.2
Summons Form – 5.1
Unlawful Detainer – 5.3.4
Upon a Corporation – 5.2.1
Upon Partnerships – 5.2.2.
Upon Limited Liability Companies – 5.2.3
Time requirements – 5.3.11
Wrongful Death and Personal Injury – 5.3.10
Superior Court
Lack of Subject Matter Jurisdiction – 4.4
Limited and unlimited civil cases – 4.1
Supplemental Interrogatories – *See* Interrogatories
Supplemental pleading – *See* Complaint
State Bar of California
Certification – 1.2
Paralegal membership in – 1.2
Statement of Damages – *See* Request for Entry of Default
Statute of Limitations
Amendment to Complaint – 7.5.2
Assisting attorney in investigation – 2.3
Calendaring system – 2.4
Doe Defendants – 2.6
Prevention of the running of – 2.5

- **T** -

Tax Returns – 9.4.2
Telephonic Appearance – 10.4

Temporary Restraining Order (TRO)
Basic procedures – 11.1.1
Tentative Rulings – 10.4
Tolling Agreement
Definition of – 2.4
Torts Claim Act
Claim requirements against governmental entity – 2.7

- **U** -

Unauthorized Practice of Law
Paralegal ethical obligation – 1.2
Unincorporated Association – 3.1
Unlawful Detainer Assistant
Generally, definition of – 1.2
Unlawful Detainer
Answer – 7.3
Specific allegations of venue via statute – 7.2.3
US Department of Labor Statistics
Jobs for paralegals generally – 1.1

- **V** -

Venue
Allegations – 4.7, 7.2.9
General – 4.7, 7.2.3
Motion for Change of Venue – 4.8
Verification
Answer – 7.3
Complaint – 7.3.4
In general – 7.2.9
Vexatious Litigants
Definition of – 2.9
Video Recording of Depositions
To record deposition – 9.9.13
Voidable Judgments – 6.10

- **W** -

Waiver of Court Fees and Costs, A
Availability – 2.10
Application – 2.10
Work Product
Generally in discovery – 9.4
Writ of Attachment
In general – 11.4
Writ of Possession
In general – 11.3
Wrongful Death
Joinder – 3.2