



1 inch clear, with holes as shown

## FORM OF PAPERS TO BE FILED

Please follow these rules so the judges can read and understand your papers, and the clerk can file them.

Forms: Read and follow all instructions on forms.\* Stay in spaces provided. Stay out of margins. Stay inside borders shown on this page.

Additional pages: It is always safe to use white, recycled “pleading paper”, available at office supply stores, or Judicial Council forms MC-020 or MC-025.

Always follow these rules:

- Use white 8 ½ x 11 inch paper.
- Always type or print. Never write in long hand (except your signature).
- Use black or dark blue ink only. Never use pencil. Always bring a pen to court.
- Always include name, address, and telephone information, and your case number, where asked on the forms.
- Do not type ALL IN CAPITALS BECAUSE IT’S HARD TO READ. Instead, use regular capitalization just as this sentence does.
- Remember, the clearer your papers are, the more easily the judge will understand your side of the case.
- Questions? See Rules 2.100 – 2.119 of the California Rules of Court.\*\*

\*All Judicial Council forms can be found at the clerk’s office, or the Solano Legal Access Center, or a lawyer’s or paralegal’s office, or at [www.courtinfo.ca.gov/forms](http://www.courtinfo.ca.gov/forms).

\*\* Available at <http://www.courtinfo.ca.gov/rules/>.

1 inch clear

1/2 inch clear

1 inch clear