

Directions for Using Pleading Paper-Handwritten

1. Pleading paper is the paper used for documents submitted to the court and is numbered down the left hand side. It contains information about your case as well as the text of the filing you are turning in to the court.
2. All text should be written between the vertical lines on the left and right sides of the page. If there is no vertical line on the right side of the page, leave a one inch space on the right side of the page on each line between your writing and the edge of the page.
3. On line 1, on the left side of the page, write your full, legal name
4. On line 2, on the left side of the page, write your street address (for example, 1100 Van Ness Ave.).
5. On line 3, on the left side of the page, write your city, state and zip code.
6. On line 4, on the left side of the page, write your area code and phone number
7. On line 5, on the left side of the page, write: **In Propria Persona** (this indicates to the court that you are representing yourself).
8. On line 8, in the center of the page, write: **Superior Court of California**
9. On line 9, in the center of the page, write: **County of Fresno**
10. On line 10, on the left side of the page
PLAINTIFF/PETITIONER: if you are the plaintiff (sometimes known as the petitioner), that is, the person who started or is starting the case, then write your full name. Do not go beyond the middle of the page.
OR
DEFENDANT/RESPONDENT: If you are the defendant (sometimes known as the respondent), that is, the person who has had the case brought against them, write the full name of the person, people or organization who brought the case against you. Do not go beyond the middle of the page.
11. On line 11, on the left side of the page, write: **Plaintiff/Petitioner**
12. On line 12, on the left side of the page, write: **vs.**
13. On line 13, on the left side of the page,
PLAINTIFF/PETITIONER: If you are the plaintiff (sometimes known as the petitioner), that is, the person who started or is starting the case, write the full name of the person, people or organization that you are taking to court. Do not go beyond the middle of the page
OR
DEFENDANT/RESPONDENT: If you are the defendant (sometimes known as the respondent), that is, the person who has had the case brought against them, write your name. Do not go beyond the middle of the page.
14. On line 14, on the left side of the page, write: **Defendant/Respondent**
15. Draw a vertical line down the middle of the page, running from line 10 to line 15
16. On line 10, just to the right of the vertical line you drew in step 15, write: **Case No.** and then write the number of your case. If this is the first document in the case, the clerk will give you a case number that you will fill in when you file the document.
17. On line 11 (and however many additional lines you need), just to the right of the line you drew in step 15, write the title of the document you are writing (for example, Motion to Seal and Destroy Arrest Records).
18. On line 15, draw a horizontal line from the left side of the paper to the vertical line that you drew in step 15
19. On line 16, begin writing the body of your document. Make sure that as you write, your lines match up with the numbers on the left side of the page.
20. When you have finished writing your document, skip a line.
21. On the next line after that, on the left side of the page, write: **Dated:** then write the date that you are filing the document.
22. Skip two lines.
23. On the next line, on the right side of the page, draw a horizontal line about two or three inches long.
24. On the next line underneath the line you drew for step 23, on the right side of the page, print your full legal name.
25. Sign your name on the line you drew in step 23.