

## Directions for Using Pleading Paper Online Template

1. Pleading paper is the paper used for documents that 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. You can download a pleading paper template in Microsoft Word from the Fresno County Public Law Library web site at [www.fresnolawlibrary.org](http://www.fresnolawlibrary.org) or go directly to the template at <http://www2.co.fresno.ca.us/9899/Pleading.doc>
3. If you are working from home or on a computer with a hard drive, enter the above web address into your internet browser, and click "Save" in the box that pops up. Then save the template onto your desktop. When it is done saving, click the "Open" button in the "Download Complete" box that appears.  
OR  
If you are working on one of the computers in the library, enter the web address from step 2 into your internet browser and click "Open" from the box that appear. The template will open in your web browser.
4. At the top left of the document, delete the text that says "[Your Name]," "[Street Address]," "[City, State Zip]," and "[Area Code) Telephone Number]," replacing each line with your own information.
5. DO NOT delete the line that says "In Propria Persona," as this indicates to the judge that you are representing yourself.
6. PLAINTIFF or PETITIONER: If you are the plaintiff (sometimes known as the petitioner) in the case, that is, the person who started the case, delete where it says "[Plaintiff's Name]" in line 10 and replace it with your name. Then, in line 13, delete "[Defendant's Name]" and replace it with the name of the person, people or organization you are bringing the case against.  
OR  
DEFENDANT or RESPONDENT: If you are the defendant (sometimes known as the respondent), that is, the person who has had the case brought against them, delete where it says "[Plaintiff's Name]" in line 10 and replace it with the name of the person, people or organization who brought the case against you. Then, in line 13, delete "[Defendant's Name]" and replace it with your name.
7. Further to the right on line 10, delete "[Case Number]" and replace it with the number for your case. If this is the first filing in the case, just erase "[Case Number]" and the clerk will give you a number to fill in there when you file the document.
8. Delete "[Title of Document]" and replace it with the name of the document you are filing. If it is a motion the title should include that it is a motion and what you are requesting. If it is an order, the title should indicate that it is an order and what the order is regarding.
9. The information you type must be double spaced beginning on line 16 and should line up with the numbers on the left side of the page. You can double space manually or set the line spacing to double spaced by positioning the mouse over the blinking cursor on line sixteen and clicking the right button on the mouse. In the box that appears, click on "Paragraph." Then, click on the arrow beneath where it says "Line spacing," and select "Double." Then click on "OK." Delete "[The body of text goes here....]" in line 16, and begin typing your document.
10. Begin typing the text of your document. If you go onto a second page, the line numbering on the left will automatically reset for the new page. If you are using a sample form, retype the text from the form, replacing the information in brackets [ ] and/or italics with the particular information from your case. Read the whole form carefully, as well as the instructions following the form to see if there is any additional information you should change, add or leave out from the form.
11. Delete any unused lines between the end of your writing and where you will date and sign the form.
12. Delete [Date] on the third to last line and replace it with the date that you completed the document. Include the month fully spelled out and the year (for example, November 23, 2010).
13. Delete "[Your Name]" on the last line and replace it with your full legal name.
14. Print your document by clicking on "File" in the top left corner of the screen, then selecting "Print." Then, click "OK" or "Print" in the box that appears. If you are working on the computers in the library, the printouts will be ready for you at the front desk and are 15 cents per page. DO NOT close your document until you have retrieved your printouts to make sure they have printed correctly.
15. Sign your document on the line above your name.
16. If you are working on a computer with a hard drive, remember to save your document before closing. If you are working on a computer at the library, you CANNOT save your work.