

SAMPLE

UD COMPLAINT

Rev. 1.1.2026

**Please complete the following
forms in blue or blank ink.**

ATTORNEY OR PARTY WITHOUT ATTORNEY

STATE BAR NUMBER:

FOR COURT USE ONLY

Your First/Last Name

Your Street Address Apt # City, State, Zip Code

Your Phone #

ATTORNEY FOR (name): Self-Represented

SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara

STREET ADDRESS: 191 N. First Street

MAILING ADDRESS: 191 N. First Street

CITY AND ZIP CODE: San Jose, CA 95113

BRANCH NAME: Civil Division

CASE NAME:

Your Last Name vs. Tenant's Last Name

**SAMPLE
ONLY
Do not write
on this copy!**

CIVIL CASE COVER SHEET

Unlimited (Amount demanded exceeds \$35,000) Limited (Amount demanded is \$35,000 or less)

Complex Case Designation

Counter Joinder

Filed with first appearance by defendant (Cal. Rules of Court, rule 3.402)

CASE NUMBER:

JUDGE:
DEPT.:

Leave Blank

*Items 1–6 below must be completed (see instructions on page 2).*1. Check **one** box below for the case type that best describes this case:**Auto Tort**

Auto (22)
 Uninsured motorist (46)

Asbestos

Asbestos (04)

Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort

Product liability (24)
 Medical malpractice (45)
 Other PI/PD/WD (23)

Non-PI/PD/WD (Other) Tort

Business tort/Unfair business practice (07)
 Civil rights (08)
 Defamation (13)
 Fraud (16)
 Intellectual property (19)
 Professional negligence (25)
 Other non-PI/PD/WD tort (35)

Employment

Wrongful termination (36)
 Other employment (15)

Contract

Breach of contract/warranty (06)
 Rule 3.740 collections (09)
 Other collections (09)
 Insurance coverage (18)
 Other contract (37)

Real Property

Eminent domain/Inverse condemnation (14)
 Wrongful eviction (33)
 Other real property (26)

Unlawful Detainer

Commercial (31)
 Residential (32)
 Drugs (38)

Judicial Review

Asset forfeiture (05)
 Petition re arbitration award (11)
 Writ of mandate (02)
 Other judicial review (39)

Employment Development Department (EDD)

EDD decision review (48)

**Provisionally Complex Civil Litigation
(Cal. Rules of Court, rules 3.400–3.404)**

Antitrust/Trade regulation (03)
 Construction defect (10)
 Mass tort (40)
 Securities litigation (28)
 Environmental/Toxic tort (30)
 Comprehensive groundwater adjudication (47)
 Insurance coverage claims arising from the above listed provisionally complex case types (41)

Enforcement of Judgment

Enforcement of judgment (20)

Miscellaneous Civil Complaint

RICO (27)
 Other complaint (not specified above) (42)

Miscellaneous Civil Petition

Partnership and corporate governance (21)
 Other petition (not specified above) (43)

2. Is this case complex under rule 3.400 of the California Rules of Court? Yes No

If the case is complex, mark the factors requiring exceptional judicial management:

- a. Large number of separately represented parties
- b. Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve
- c. Substantial amount of documentary evidence
- d. Large number of witnesses
- e. Coordination with related actions pending in one or more courts in other counties, states, or countries, or in a federal court
- f. Substantial postjudgment judicial supervision

3. Remedies sought (check all that apply):

- a. monetary
- b. nonmonetary; declaratory or injunctive relief
- c. punitive

4. Number of causes of action (specify): **ONE**

5. Is this case a class action suit? Yes No

6. If there are any known related cases, file and serve a notice of related case. (You may use form CM-015.)

Date: **Today's Date**

Print Your Name

Sign Your Name

(THE COURT PRINT NAME)

(SIGNATURE OF PARTY OR ATTORNEY FOR PARTY)

NOTICE

- Plaintiff must file this cover sheet with the first paper filed in the action or proceeding (except small claims cases or cases filed under the Probate Code, Family Code, or Welfare and Institutions Code). (Cal. Rules of Court, rule 3.220.) Failure to file may result in sanctions.
- File this cover sheet in addition to any cover sheet required by local court rule.
- If this case is complex under rule 3.400 et seq. of the California Rules of Court, you must serve a copy of this cover sheet on all other parties to the action or proceeding.
- Unless this is a collections case under rule 3.740 of the California Rules of Court or a complex case, this cover sheet will be used for statistical purposes only.

INSTRUCTIONS ON HOW TO COMPLETE THE COVER SHEET

To Plaintiffs and Others Filing First Papers. If you are filing a first paper (for example, a complaint) in a civil case, you **must** complete and file, along with your first paper, the Civil Case Cover Sheet contained on pages 1 and 2. This information will be used to compile statistics about the types and numbers of cases filed. You must complete items 1 through 6 on the sheet. In item 1, you must check **one** box for the case type that best describes the case. If the case fits both a general and a more specific type of case listed in item 1, check the more specific one. If the case has multiple causes of action, check the box that best indicates the **primary** cause of action. To assist you in completing the sheet, examples of the cases that belong under each case type in item 1 are provided below. A cover sheet must be filed only with your initial paper. Failure to file a cover sheet with the first paper filed in a civil case may subject a party, its counsel, or both to sanctions under rules 2.30 and 3.220 of the California Rules of Court.

To Parties in Rule 3.740 Collections Cases. A "collections case" under rule 3.740 of the California Rules of Court is defined as an action for recovery of money owed in a sum stated to be certain that is not more than \$35,000, exclusive of interest and attorney's fees, arising from a transaction in which property, services, or money was acquired on credit. A collections case does not include an action seeking the following: (1) tort damages, (2) punitive damages, (3) recovery of real property, (4) recovery of personal property, or (5) a prejudgment writ of attachment. The identification of a case as a rule 3.740 collections case on this form means that it will be exempt from the general time-for-service requirements and case management rules, unless a defendant files a responsive pleading. A rule 3.740 collections case will be subject to the requirements for service and obtaining a judgment in rule 3.740.

To Parties in Complex Cases. In complex cases only, parties must also use the Civil Case Cover Sheet to designate whether the case is complex. If a plaintiff believes the case is complex under rule 3.400 of the California Rules of Court, this must be indicated by completing the appropriate boxes in items 1 and 2. If a plaintiff designates a case as complex, the cover sheet must be served with the complaint on all parties to the action. A defendant may file and serve no later than the time of its first appearance a joinder in the plaintiff's designation, a counter-designation that the case is not complex, or, if the plaintiff has made no designation, a designation that the case is complex.

SEE PAGE 3 FOR INFORMATION PURPOSES ONLY.

CASE TYPES AND EXAMPLES

Auto Tort

Auto (22)—Personal Injury/Property Damage/
Wrongful Death
Uninsured Motorist (46) (*if the case involves
an uninsured motorist claim subject to
arbitration, check this item instead of Auto*)

Asbestos

Asbestos (04)
Asbestos Property Damage
Asbestos Personal Injury/Wrongful Death
**Other PI/PD/WD (Personal Injury/
Property Damage/Wrongful Death) Tort**
Product Liability (*not asbestos or toxic/
environmental*) (24)
Medical Malpractice (45)
Medical Malpractice—Physicians &
Surgeons
Other Professional Health Care
Malpractice
Other PI/PD/WD (23)
Premises Liability (e.g., slip and fall)
Intentional Bodily Injury/PD/WD (e.g.,
assault, vandalism)
Intentional Infliction of Emotional Distress
Negligent Infliction of Emotional Distress
Other PI/PD/WD

Non-PI/PD/WD (Other) Tort

Business Tort/Unfair Business Practice (07)
Civil Rights (e.g., discrimination, false arrest)
(*not civil harassment*) (08)
Defamation (e.g., slander, libel) (13)
Fraud (16)
Intellectual Property (19)
Professional Negligence (25)
Legal Malpractice
Other Professional Malpractice (*not
medical or legal*)
Other Non-PI/PD/WD Tort (35)

Employment

Wrongful Termination (36)
Other Employment (15)

Contract

Breach of Contract/Warranty (06)
Breach of Rental/Lease Contract (*not
unlawful detainer or wrongful eviction*)
Contract/Warranty Breach—Seller Plaintiff
(*not fraud or negligence*)
Negligent Breach of Contract/Warranty
Other Breach of Contract/Warranty
Collections (e.g., money owed, open book
accounts) (09)
Collections Case—Seller Plaintiff
Other Promissory Note/Collections Case
Insurance Coverage (*not provisionally
complex*) (18)
Auto Subrogation
Other Coverage
Other Contract (37)
Contractual Fraud
Other Contract Dispute

Real Property

Eminent Domain/Inverse Condemnation (14)
Wrongful Eviction (33)
Other Real Property (e.g., quiet title) (26)
Writ of Possession of Real Property
Mortgage Foreclosure
Quiet Title
Other Real Property (*not eminent
domain, landlord-tenant, or
foreclosure*)

Unlawful Detainer

Commercial (31)
Residential (32)
Drugs (38) (*if the case involves illegal drugs,
check this item; otherwise, report as
Commercial or Residential*)
Judicial Review
Asset Forfeiture (05)
Petition re Arbitration Award (11)
Writ of Mandate (02)
Writ—Administrative Mandamus
Writ—Mandamus on Limited Court Case
Matter
Writ—Other Limited Court Case Review
Other Judicial Review (39)
Review of Health Officer Order
Notice of Appeal—Labor Commissioner
Appeals

Employment Development Department (EDD)

EDD Decision Review (48) (*if the case
involves an Employment Development
Department decision, check this item
instead of Wrongful Termination or Other
Employment*)

Provisionally Complex Civil Litigation (Cal.)**Rules of Court, rules 3.400–3.403)**

Antitrust/Trade Regulation (03)
Construction Defect (10)
Claims Involving Mass Tort (40)
Securities Litigation (28)
Environmental/Toxic Tort (30)
Comprehensive Groundwater Adjudication
(47)
Insurance Coverage Claims (*arising from
provisionally complex case type listed
above*) (41)

Enforcement of Judgment

Enforcement of Judgment (20)
Abstract of Judgment (Out of County)
Confession of Judgment (*non-domestic
relations*)
Sister-State Judgment
Administrative Agency Award (*not unpaid
taxes*)
Petition/Certification of Entry of Judgment
on Unpaid Taxes
Other Enforcement of Judgment Case

Miscellaneous Civil Complaint

RICO (27)
Other Complaint (*not specified above*) (42)
Declaratory Relief Only Injunctive Relief
Only (*non-harassment*)
Mechanic's Lien
Other Commercial Complaint Case (*non-
tort/non-complex*)
Other Civil Complaint (*non-tort/non-
complex*)

Miscellaneous Civil Petition

Partnership and Corporate Governance (21)
Other Petition (*not specified above*) (43)
Civil Harassment
Workplace Violence
Elder/Dependent Adult Abuse
Election Contest
Petition for Name Change
Petition for Relief From Late Claim
Other Civil Petition

<p>Your First/Last Name Your Street Address Apt # City, State, Zip Code Your Phone #</p> <p>EMAIL ADDRESS: ATTORNEY FOR (name): Self-Represented</p> <p>SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara STREET ADDRESS: 191 N. First Street MAILING ADDRESS: 191 N. First Street CITY AND ZIP CODE: San Jose, CA 95113</p> <p>BRANCH NAME: PLAINTIFF: Your First and Last Name</p> <p>DEFENDANT: Tenant's First/Last Name & Other Tenant's Names</p> <p>VERIFICATION BY LANDLORD REGARDING RENTAL ASSISTANCE—UNLAWFUL DETAINER</p>		<p>FOR COURT USE ONLY</p> <p>SAMPLE ONLY Do not write on this copy!</p> <p>CASE NUMBER: Leave Blank</p>
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This form must be filed by the plaintiff with any request for default judgment in any unlawful detainer action seeking possession of residential property based on nonpayment of rent or any other financial obligation under a lease. It may also be used at other times as appropriate or when requested by a judicial officer.

1. The landlord of the property at issue in this case is (name): **Your Name**
2. All of the following statements are true:
 - a. Landlord has not received rental assistance or other financial compensation from any other source corresponding to the amount demanded in the notice underlying the complaint in this action.
 - b. Landlord has not received rental assistance or other financial compensation from any other source for rent accruing after the date of the notice underlying the complaint in this action.
 - c. Landlord does not have any pending application for rental assistance or other financial compensation from any other source corresponding to the amount demanded in the notice underlying the complaint in this action.
 - d. Landlord does not have any pending application for rental assistance or other financial compensation from any other sources for rent accruing after the date of the notice underlying the complaint in this action.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: **Today's Date**

Print your name here

(TYPE OR PRINT NAME)

Sign your name here

(SIGNATURE)

(TITLE—provide if signing on behalf of corporation or other business entity)

SUMMONS—EVICTION
(CITACIÓN JUDICIAL—DESAZOJO)

SUM-130

UNLAWFUL DETAINER / FORCIBLE DETAINER / FORCIBLE ENTRY
(RETENCIÓN ILÍCITA DE UN INMUEBLE / RETENCIÓN FORZOSA / ENTRADA FORZOSA)

NOTICE TO DEFENDANT:
(AVISO AL DEMANDADO):

Tenant's First/Last Name & Other Tenant's Names

YOU ARE BEING SUED BY PLAINTIFF:

(Usted es demandado por el demandante):

Your First and Last Name

NOTICE! You have been sued. The court may decide against you without your being heard unless you respond within 10 days. You have 10 DAYS, not counting Saturdays and Sundays and other judicial holidays, after this summons and legal papers are served on you to file a written response at this court and have a copy served on the plaintiff.

If this summons was served through the Secretary of State's Safe at Home address confidentiality program, you have 15 days from the date of service, not counting Saturdays and Sundays and other judicial holidays, to respond.

A letter or phone call will not protect you. Your written response must be in proper legal form if you want the court to hear your case. There may be a court form that you can use for your response. You can find these court forms and more information at the Self-Help Guide to the California Courts (selfhelp.courts.ca.gov), your county law library, or the courthouse nearest you. If you do not file your response on time, you may lose the case by default, and your wages, money, and property may be taken without further warning from the court.

There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may want to call an attorney referral service. If you cannot afford an attorney, you may be eligible for free legal services from a nonprofit legal services program. You can locate these nonprofit groups at the California Legal Services website (www.lawhelpca.org), the Self-Help Guide to the California Courts (selfhelp.courts.ca.gov), or by contacting your local court or county bar association.

FEE WAIVER: If you cannot pay the filing fee, ask the clerk for a fee waiver form. **NOTE:** The court has a statutory lien for waived fees and costs on any settlement or arbitration award of \$10,000 or more in a civil case. The court's lien must be paid before the court will dismiss the case.

AVISO! Usted ha sido demandado. Si no responde dentro de 10 días, el tribunal puede emitir un fallo en su contra sin una audiencia. Una vez que le entreguen esta citación y papeles legales, solo tiene 10 DÍAS, sin contar sábado y domingo y otros días feriados del tribunal, para presentar una respuesta por escrito en este tribunal y hacer que se entregue una copia al demandante.

Si la presente citación le ha sido entregado a través del programa de dirección confidencial del Secretario del Estado Seguro en Casa, tiene 15 días después de la fecha de entrega, sin contar sábado y domingo y otros días feriados del tribunal, para responder.

Una carta o una llamada telefónica no lo protege. Su respuesta por escrito tiene que estar en formato legal correcto si desea que procesen su caso en la corte. Es posible que haya un formulario que usted pueda usar para su respuesta. Puede encontrar estos formularios de la corte y más información en la Guía de Ayuda de las Cortes de California (selfhelp.courts.ca.gov/es), en la biblioteca de leyes de su condado o en la corte que le quede más cerca. Si no presenta su respuesta a tiempo, puede perder el caso por falta de comparecencia y se le podrá quitar su sueldo, dinero y bienes sin más advertencia.

Hay otros requisitos legales. Es recomendable que llame a un abogado inmediatamente. Si no conoce a un abogado, puede llamar a un servicio de remisión a abogados. Si no puede pagar a un abogado, es posible que cumpla con los requisitos para obtener servicios legales gratuitos de un programa de servicios legales sin fines de lucro. Puede encontrar estos grupos sin fines de lucro en el sitio web de California Legal Services, (www.lawhelpca.org/es), en la Guía de Ayuda de las Cortes de California (selfhelp.courts.ca.gov/es), o poniéndose en contacto con la corte o el colegio de abogados local.

EXENCIÓN DE CUOTAS: Si no puede pagar la cuota de presentación, pida al secretario de la corte que le dé un formulario de exención de pago de cuotas. **AVISO:** Por ley, la corte tiene derecho a reclamar las cuotas y los costos exentos con un gravamen sobre cualquier monto de \$10,000 ó más recibido mediante un acuerdo o una concesión de arbitraje en un caso de derecho civil. Tiene que pagar el gravamen de la corte antes de que la corte pueda desestimar el caso.

1. The name and address of the court is:

**Superior Court of California, County of Santa Clara
191 N. First Street, San Jose, CA 95113**

Leave Blank (Leave blank if no case):

2. The name, address, and telephone number of plaintiff's attorney, or plaintiff without an attorney, is: (El nombre, la dirección y el

**Your First/Last Name Your Street Address Apt # Your Phone #
Your City, State, Zip Code**

PLAINTIFF (Name):	Your First and Last Name	CASE NUMBER:	Leave Blank
DEFENDANT (Name):	Tenant's First/Last Name & Other Tenant's Names		

3. (Must be answered in all cases) An unlawful detainer assistant (Bus. & Prof. Code, §§ 6400–6415) did not did for compensation give advice or assistance with this form. (If plaintiff has received any help or advice for pay from an unlawful detainer assistant, complete item 4 below.)

4. **Unlawful detainer assistant** (complete if plaintiff has received any help or advice for pay from an unlawful detainer assistant):

a. A

b. T

c. S

d. O

e. R

f. R

Leave Blank

Date:
(Fecha)

(Secretary)

, Deputy
(Adjunto)

(For proof of service of this summons, use Proof of Service of Summons (form POS-010).)
(Para prueba de entrega de esta citación use el formulario Proof of Service of Summons (form POS-010).)

[SEAL]	<p>5. NOTICE TO THE PERSON SERVED: You are served</p> <p>a. <input checked="" type="checkbox"/> as an individual defendant.</p> <p>b. <input type="checkbox"/> as the person sued under the fictitious name of (specify):</p> <p>c. <input type="checkbox"/> as an occupant.</p> <p>d. <input type="checkbox"/> on behalf of (specify): under <input type="checkbox"/> CCP 416.10 (corporation). <input type="checkbox"/> CCP 416.60 (minor). <input type="checkbox"/> CCP 416.20 (defunct corporation). <input type="checkbox"/> CCP 416.70 (conservatee). <input type="checkbox"/> CCP 416.40 (association or partnership). <input type="checkbox"/> CCP 416.90 (authorized person). <input type="checkbox"/> CCP 415.46 (occupant). <input type="checkbox"/> other (specify):</p> <p>e. <input type="checkbox"/> by personal delivery on (date):</p>
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ATTORNEY OR PARTY WITHOUT ATTORNEY	STATE BAR NUMBER:	FOR COURT USE ONLY
NAME: FIRM N STREET CITY: TELEP:	Your First/Last Name Your Street Address Apt # Your City, State, Zip Code Your Phone #	
EMAIL ADDRESS:		
ATTORNEY FOR (name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: 191 N. First Street MAILING ADDRESS: 191 N. First Street CITY AND ZIP CODE: San Jose, CA 95113 BRANCH NAME: Civil Courthouse - PTS		
PLAINTIFF: Your First and Last Name		
DEFENDANT: [] DOES Tenant's First/Last Name & Other Tenant's Names		
COMPLAINT—UNLAWFUL DETAINER* <input checked="" type="checkbox"/> COMPLAINT <input type="checkbox"/> AMENDED COMPLAINT (Amendment Number):		CASE NUMBER Leave Blank
Jurisdiction (check all that apply): Choose which box applies <input checked="" type="checkbox"/> ACTION IS A LIMITED CIVIL CASE (amount demanded)		
Amount demanded <input type="checkbox"/> does not exceed \$10,000 <input type="checkbox"/> exceeds \$10,000		
<input type="checkbox"/> ACTION IS AN UNLIMITED CIVIL CASE (amount demanded exceeds \$35,000)		
<input type="checkbox"/> ACTION IS RECLASSIFIED by this amended complaint or cross-complaint (check all that apply): <input type="checkbox"/> from unlawful detainer to general unlimited civil (possession not in issue). <input type="checkbox"/> from limited to unlimited. <input type="checkbox"/> from unlawful detainer to general limited civil (possession not in issue). <input type="checkbox"/> from unlimited to limited.		

1. PLAINTIFF (name each):
Your First and Last Name
alleges causes of action against DEFENDANT (name each):
Tenant's First/Last Name & Other Tenant's Names
2. a. Plaintiff is (1) an individual over the age of 18 years. (4) a partnership.
(2) a public agency. (5) a corporation.
(3) other (specify):
b. Plaintiff has complied with the fictitious business name laws and is doing business under the fictitious name of (specify):
3. a. The venue is the court named above because defendant named above is in possession of the premises located at (street address, apart
Rental Property Complete Address **Santa Clara County**)
b. The premises in 3a are (check one)
(1) within the city limits of (name) **Choose Which Box Applies**
(2) within the unincorporated area of (name of county):
c. The premises in 3a were constructed in (approximate year):
4. Plaintiff's interest in the premises is as owner other (specify):
5. The true names and capacities of defendants sued as Does are unknown to plaintiff

* NOTE: Do not use this form for evictions after sale (Code Civ. Proc., § 1161a).

PLAINTIFF: Your First and Last Name	CASE NUMBER: Leave Blank
DEFENDANT: Tenant's First/Last Name & Other Tenant's Names	

6. a. On or about (date): Date tenant signed lease or verbally agreed (if no lease) to rent defendant (name each):

First and Last name of each tenant that signed lease or verbally agreed (if no lease) to rent from you

(1) agreed to rent the premises
(2) agreed to pay rent of \$
(3) agreed to pay rent on the

Choose each box that describes your lease
agreement or verbal agreement (if no lease) with
tenant(s) you are evicting.
*If there was a written agreement, attach a copy
to this Complaint.

(specify):
(specify frequency):

b. This written oral a
(1) plaintiff. (3)
(2) plaintiff's agent. (4)

c. The defendants not named in item 6a are

(1) subtenants.
(2) assignees.
(3) Other (specify)

Check "6.c." and (1) - (3) if there are any other people living in the rental
unit that are not apart of the written or verbal rental agreement.

d. The agreement was later changed as follows (specify):

Check "6.d." if changes were made to your original rental agreement and describe them.

e. A copy of the written agreement, including any addenda or attachments that form the basis of this complaint, is attached and labeled "Exhibit 1".

f. (For residential property) A copy of the written agreement is not attached because (specify reason):

(1) the written
(2) this action is solely for nonpayment of rent (Code Civ. Proc., § 1161-12).

Check "6.f." if you don't have a written rental agreement and choose (1) or (2).

7. The tenancy described

a. The tenancy was ~~not~~ continuous and is exempt from the law.
b. Is subject to a lease agreement.

Check box 7.a. if at least one tenant has continuously occupied property less than
12 months and no other tenant has occupied the property over 24 months,
otherwise, check box 7.b.

8. (Complete only if item 7b is checked. Check all applicable boxes.)

a. The tenancy was terminated by the plaintiff (check one):

Check #8(a) if tenant failed to pay rent

46.2(b)(1)).

b. The tenancy was terminated for no-fault just cause (Civil Code, § 1946.2(b)(2)) and the plaintiff (check one):
(1) waived the payment of rent for the final month of the tenancy, before the rent came due, under
section 1946.2(d)(2), in the amount of \$
(2) provided a direct payment of one month's rent under section 1946.2(d)(3), equaling \$
to (name each defendant and amount given to each):

c. Because defendant failed to vacate, plaintiff is seeking to recover the total amount in 8b as damages in this action.

9. a. Defendant (name each): List Tenant's First and Last Name(s) you are evicting.

was served on Mark which notice you served on Tenant(s) and attach a copy and label it "Exhibit 2".

(1) 3-day notice to pay rent or quit (6) 3-day notice to perform covenants or quit
(not applicable if item 7b checked)
(2) 30-day notice to quit
(3) 60-day notice to quit (7) 3-day notice to quit under Civil Code, § 1946.2(c). Prior
required notice to perform covenants served (date):
(4) 3-day notice to quit
(5) 30-day notice to vacate under the (8) Other (specify):
federal CARES Act (15 U.S.C. § 9058(c))

PLAINTIFF: [Your First and Last Name]	CASE NUMBER: [Leave Blank]
DEFENDANT: [Tenant's First/Last Name & Other Tenant's Names]	

9. b. (1) On (date): **Write the date the notice expired. (MM/DD/YYYY)** expired at the end of the day.

(2) Defendants
c. All facts stated in the notice are true.
d. The notice included an election of forfeiture.

e. A copy of the notice is attached and labeled Exhibit 2. (Required for residential property. See Code Civ. Proc., § 1166. When Civil Code section 1946.2(c) applies and two notices are required, provide copies of both.)

f. One or more defendants were served (1) with the prior required notice under Civil Code section 1946.2(c), (2) with a different notice, (3) on a different date, or (4) in a different manner, as stated in Attachment 10c. (Check item 10c and attach a statement providing the information required by items 9a–e and 10 for each defendant and notice.)

10. a. The notice in item 9a was served on the defendant named in item 9a as follows:

(1) By personal delivery to a person of .
(2) By leaving a copy of the notice at defendant's place of residence or usual place of business.

on (date):

Check (1) - (5) to explain how the tenant(s) got the above notice served on them.

(3) By posting a copy of the notice AND mailing a copy to defendant at the premises on (date):

on (date):

(a) because defendant's address could not be ascertained OR

(b) because no person of suitable age or discretion can be found there.

(4) (Not for 3-day notice; see Civil Code section 1946 before using) By sending a copy by certified or registered mail addressed to defendant on (date):

(5) (Not for residential property; see Civil Code section 1946.2(c)) By sending a copy by certified or registered mail to defendant at defendant's place of residence or usual place of business as specified in a written commercial lease.

Check 10.b. if you only served one tenant instead of everyone because of a joint written rental agreement.

b. (name):

was served on behalf of all defendants who signed a joint written rental agreement.

c. Information about the joint written rental agreement.

d. Proof of service

Attach proof of service for the notice you gave the tenant(s) above and label it "Exhibit 3".

11. **Statements regarding rental assistance** (Required in all actions based on nonpayment of rent or any other financial obligation. Plaintiff must complete items 11a–d and, if later seeking a default judgment, will also need to file Verification Regarding Rental Assistance—Unlawful Detainer (form UD-120).)

a. Plaintiff has received from any other source corresponding to the amount demanded in the notice.

Check boxes

11.a. - 11.d. that apply in your case.

b. Plaintiff has received from any other source for rent accruing after the date of the notice.

c. Plaintiff has does not have any pending applications for rental assistance or other financial compensation from any other source corresponding to the amount demanded in the notice underlying the complaint.

d. Plaintiff has does not have any pending applications for rental assistance or other financial compensation from any other source for rent accrued after the date of the notice.

Check boxes

12. - 18. that apply in your case and provide requested information.

12. Plaintiff demands possession of the premises.

13. At the time the 3-day notice was served, the defendant(s) was/were:

14. The fair rental value of the premises is \$

Monthly rent divided by 30

15. Defendant's continued possession is malicious, and plaintiff is entitled to statutory damages under Code of Civil Procedure section 1174(b). (State specific facts supporting a claim up to \$600 in Attachment 14.)

PLAINTIFF:	Your First and Last Name	CASE NUMBER:	Leave Blank
DEFENDANT:	Tenant's First/Last Name & Other Tenant's Names		

16. A written agreement between the parties provides for attorney fees.

17. Defendant's tenancy is subject to the local rent control or eviction control ordinance of (city or county, title of ordinance, and date of passage):

Plaintiff has met all applicable requirements of the ordinances.

18. Other allegations are stated in Attachment 17.

19. Plaintiff accepts the jurisdictional limit, if any, of the court.

20. PLAINTIFF REQUESTS

Amount listed on
your 3-day notice.

- a. possession of the
- b. costs incurred in this proceeding
- c. past-due rent of \$
- d. reasonable attorney fees.
- e. forfeiture of the agreement.
- f. damages in the amount of waived rent or relocation assistance as stated in item 8: \$
- g. damages at the rate stated in item 13 from date: ← If you gave tenant a 3-day Notice to Pay or Quit, list the 1st date when rent is due again after your notice was served.
- h. statutory damages
- i. other (specify)

Check box (d) if your written rental agreement calls for attorney fees

entry of judgment.
in item 14.

21. Pages attached (specify number of pages): # of pages attached to your complaint

UNLAWFUL DETAINER ASSISTANT (Bus. & Prof. Code, §§ 6400–6415)

22. (Complete in all cases.) An unlawful detainer assistant did not did for compensation give advice or assistance with this form. (If declarant has received any help or advice for pay from an unlawful detainer assistant, complete a-f.)

- a. Assistant's name:
- b. Street address, city, and zip code:
- c. Telephone no.:
- d. County of registration:
- e. Registration no.:
- f. Expires on (date):

Date: Today's Date

Print your name here

(TYPE OR PRINT NAME)

Sign your name here

(SIGNATURE OF PLAINTIFF OR ATTORNEY)

VERIFICATION

(Use a different verification form if the verification is by an attorney or for a corporation or partnership.)

I am the plaintiff in this proceeding and have read this complaint. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: Today's Date

Print your name here

(TYPE OR PRINT NAME)

Sign your name here

(SIGNATURE OF PLAINTIFF)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address) :

FOR COURT USE ONLY

Your First/Last Name Your Street Address Apt #

Your City, State, Zip Code

Your Phone #

TELE#

E-MAIL ADDRESS (Optional):

ATTORNEY FOR (Name): SELF-REPRESENTED

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CLARA

STREET ADDRESS: 191 N. First Street

MAILING ADDRESS: 191 N. First Street

CITY AND ZIP CODE: San Jose, CA 95113

BRANCH NAME: Civil Courthouse - DTS

PLAINTIFF/PETITIONER

Your First and Last Name

DEFEND

Tenant's First/Last Name & Other Tenant's Name

**SAMPLE
ONLY
Do not write
on this copy!**

CASE NUMBER:

Your Case #

Ref. No. or File No.:

PROOF OF SERVICE OF SUMMONS

(Separate proof of service is required for each party served.)

1. At the time of service I was at least 18 years of age and not a party to this action.

2. I served copies of:

- a. summons
- b. complaint
- c. Alternative Dispute Resolution (ADR) package
- d. Civil Case Cover Sheet (*served in complex cases only*)
- e. cross-complaint
- f. other (*specify documents*) : **CM-010; UD-120**

3. a. Party served (*specify name of party as shown on documents served*) :

Tenant's Name, if multiple tenants, you must complete a POS-010 for each tenant.

b. Person (other than the party in item 3a) served on behalf of an entity or as an authorized agent (and not a person under item 5b on whom substituted service was made) (*specify name and relationship to the party named in item 3a*):

4. Address where the party was served:

Address where the Server Handed Tenant Forms

(Zip)

5. I served the party (*check proper box*)

- a. by personal service. I personally delivered the documents listed in item 2 to the party or person authorized to receive service of process for the party. **Date (MM/DD/YYYY) Server Handed Forms** (*time*) **Time (00:00 AM/PM)**
- b. by substituted service. On (*date*) : **at (time)** I left the documents listed in item 2 with or in the presence of (*name and title or relationship to person indicated in item 3*) :

- (1) (business) a person at least 18 years of age apparently in charge at the office or usual place of business of the person to be served. I informed him or her of the general nature of the papers.
- (2) (home) a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the party. I informed him or her of the general nature of the papers.
- (3) (physical address unknown) a person at least 18 years of age apparently in charge at the usual mailing address of the person to be served, other than a United States Postal Service post office box. I informed him or her of the general nature of the papers.
- (4) I thereafter mailed (by first-class, postage prepaid) copies of the documents to the person to be served at the place where the copies were left (Code Civ. Proc., § 415.20). I mailed the documents on (*date*) : **from (city)** **or** a declaration of mailing is attached.
- (5) I attach a **declaration of diligence** stating actions taken first to attempt personal service.

Page 1 of 2

5. c. by mail and acknowledgment of receipt of service. I mailed the documents listed in item 2 to the party, to the address shown in item 4, by first-class mail, postage prepaid,
 (1) on (date) : (2) from (city) :
 (3) with two copies of the *Notice and Acknowledgment of Receipt* and a postage-paid return envelope addressed to me. (*Attach completed* Notice and Acknowledgment of Receipt.) (Code Civ. Proc., § 415.30.)
 (4) to an address outside California with return receipt requested. (Code Civ. Proc., § 415.40.)
 d. by other means (specify means of service and authorizing code section) :

Additional page describing service is attached.

6. The "Notice to the Person Served" (on the summons) was completed as follows:

a. as an individual defendant.
 b. as the person sued under the fictitious name of (specify) :
 c. as occupant.
 d. On behalf of (specify) :

under the following Code of Civil Procedure section:

<input type="checkbox"/> 416.10 (corporation)	<input type="checkbox"/> 415.95 (business organization, form unknown)
<input type="checkbox"/> 416.20 (defunct corporation)	<input type="checkbox"/> 416.60 (minor)
<input type="checkbox"/> 416.30 (joint stock company/association)	<input type="checkbox"/> 416.70 (ward or conservatee)
<input type="checkbox"/> 416.40 (association or partnership)	<input type="checkbox"/> 416.90 (authorized person)
<input type="checkbox"/> 416.50 (public entity)	<input type="checkbox"/> 415.46 (occupant)
	<input type="checkbox"/> other:

7. Person who served papers

a. Name: **Server's Legal First and Last Name**
 b. Address: **Server's Complete Street Address, City, State, Zip**
 c. Telephone: **Server's Phone #**
 d. The fee for service is \$

e. I am:
 (1) not a registered California process server.
 (2) exempt from registration under Business and Professions Code section 22350(b).
 (3) registered California process server:
 (i) owner employee independent contractor.
 (ii) Registration No.:
 (iii) County:

8. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
 or

9. I am a California sheriff or marshal and I certify that the foregoing is true and correct.

Date: **Date Server Signs**

Server's Legal First and Last Name

(NAME OF PERSON WHO SERVED PAPERS/SHERIFF OR MARSHAL)

Server's Signs Here

(SIGNATURE)