

Filing Requirements for a Civil Summons and Complaint

Ventura	<ul style="list-style-type: none"> • Summons – Judicial Council Form SUM-100 • Complaint (State amount of demand on face page) • Civil Case Cover Sheet – Judicial Council Form CM-010 • Case Information Sheet - VN-010 (leave separate) • Declaration For Court Assignment – Vn-027 (leave separate) • Court Filing Fee
Los Angeles	<ul style="list-style-type: none"> • Summons – Judicial Council Form SUM-100 • Complaint (State amount of demand on face page) • Civil Case Cover Sheet – Judicial Council Form CM-010 • Civil Case Cover Sheet Addendum & Statement of Location – CIV 109 • Court Filing Fee
Santa Barbara	<ul style="list-style-type: none"> • Summons – Judicial Council Form SUM-100 • Complaint (State amount of demand on face page) • Civil Case Cover Sheet – Judicial Council Form CM-010 • Court Filing Fee
Orange	<ul style="list-style-type: none"> • Summons – Judicial Council Form SUM-100 • Complaint (State amount of demand on face page) • Civil Case Cover Sheet – Judicial Council Form CM-010 • Court Filing Fee • All Limited Justice Centers require an extra face page of complaint for the clerk
Riverside	<ul style="list-style-type: none"> • Summons – Judicial Council Form SUM-100 • Complaint (State amount of demand on face page) • Civil Case Cover Sheet – Judicial Council Form CM-010 • Certificate of Counsel (RI-030) (leave separate) • Court Filing Fee
San Bernardino	<ul style="list-style-type: none"> • Summons – Judicial Council Form SUM-100 • Complaint (State amount of demand on face page) • Civil Case Cover Sheet – Judicial Council Form CM-010 • Certificate of Assignment (attach as last page of complaint) SB-16503 • Court Filing Fee

Every effort has been made to ensure the accuracy of this information. However the courts' have been known to make changes with little or no notice. If you are filing against a statute date, please contact the court to verify that you have all the required documents.

