



Department of Justice

A guidebook for creating an immersive Department of Justice system in your roleplay community

Volume I

by Cool Brad Scripts



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Preface



Welcome to the **Department of Justice Handbook**, a carefully crafted guide designed to bring depth, structure, and clarity to legal roleplay within your roleplay environment. This handbook serves not only as a reference for courtroom procedures and legal forms but also as a foundational resource to help users understand the justice system from multiple perspectives—whether as a Judge, Attorney, Law Enforcement Officer, or citizen.

In the world of roleplay, realism and immersion thrive when participants share a common understanding of the systems they interact with. This guide was created with that philosophy in mind. It breaks down the often complex workings of the judicial process into clear, accessible information that can be used to enhance storytelling, ensure fairness, and maintain consistency in legal scenarios.

The goal of this handbook is to make the legal system within your roleplay community approachable, engaging, and meaningful. Whether you're prosecuting a high-stakes criminal trial, defending a character in a civil dispute, or filing your first motion, this guide will walk you through the expectations, terminology, and procedures that keep justice flowing smoothly in our shared world.

This is a living document. Future versions of this handbook will continue to expand, refine, and evolve as new laws, procedures, and roleplay scenarios emerge. We are committed to keeping this resource up to date to better serve the needs of the community.

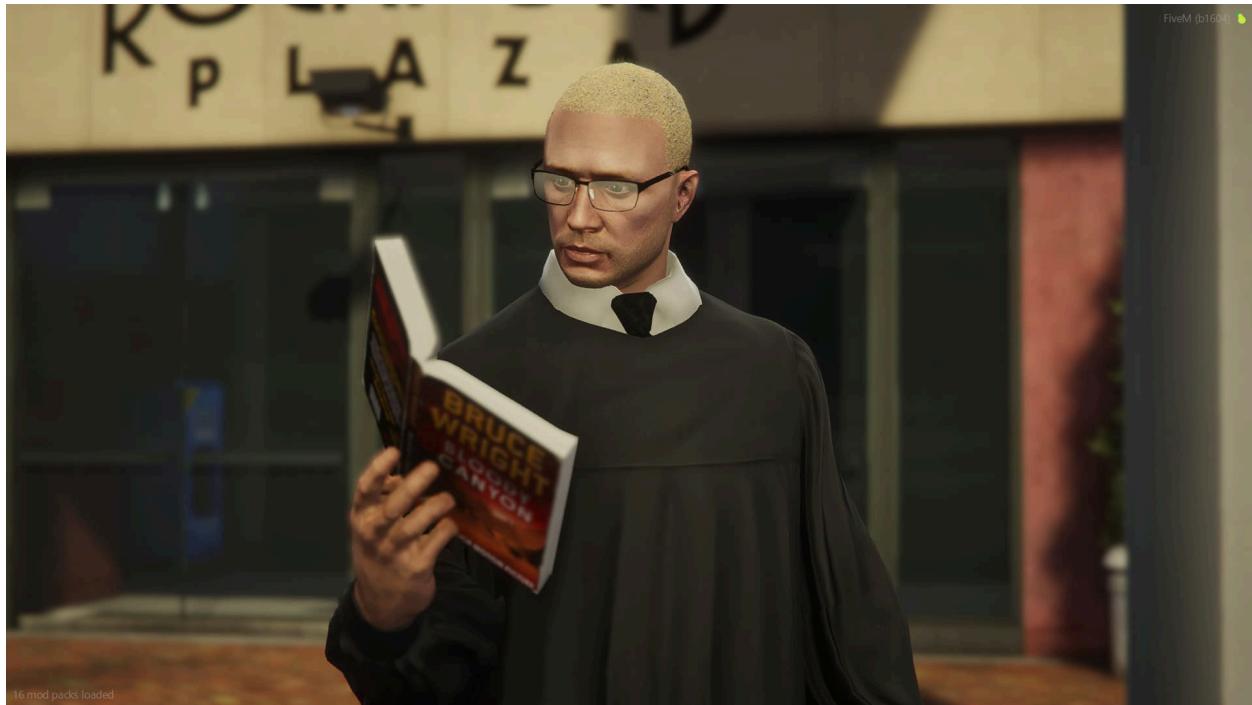
SECTION II: Roles

Every courtroom relies on a cast of essential figures—each with unique responsibilities, powers, and limitations. In a roleplay environment, understanding these roles is crucial not only for realism and immersion but to ensure that legal proceedings are fair, respectful, and engaging for all participants.

This system is built to function with just a handful of roles that form the backbone of the courtroom experience. Each role has been carefully defined to ensure balance, simplicity, and depth. Whether you’re presiding over a tense trial as the **Judge**, advocating for justice as a **District Attorney**, defending the accused, presenting evidence as a **Police Officer**, rendering a verdict as a juror, or appearing as a Civilian party to a case—your participation helps drive the legal process forward in a dynamic and immersive way.

Justice is a shared responsibility. Understanding your role is the first step in bringing the courtroom—and the stories within it—to life.

Judge



The **Judge** serves as the highest authority within the courtroom, entrusted with upholding justice, maintaining order, and ensuring that all proceedings are conducted lawfully and fairly. Their presence commands respect, and their role demands neutrality, wisdom, and a firm understanding of the law.

A **Judge's** responsibilities begin long before a trial starts. They review filed motions, sign warrants, issue rulings on procedural matters, and oversee pre-trial hearings to determine the admissibility of evidence or the validity of claims. During trials, the **Judge** acts as both gatekeeper and guardian—ensuring that both the **Prosecution** and the **Defense** follow the correct legal procedures, and intervening when necessary to prevent misconduct, hearsay, or undue influence.

In **Bench Trials** (where no **Jury** is present), the **Judge** is the sole decider of both fact and law, rendering verdicts based on the evidence and arguments presented. In **Jury Trials**, the **Judge** ensures that jurors understand their duties, provides legal instructions, and rules on objections and motions raised throughout the proceedings.

Beyond the trial itself, the **Judge** also issues formal written decisions and orders—documents that carry the weight of law within the justice system. He or she is expected to remain impartial, ensuring that personal biases or relationships do not influence their rulings. Their decisions shape the outcome of cases and set precedents that influence future legal interpretations within the community.

Public Defender

The **Public Defender** is the voice of those who cannot afford private counsel, ensuring that every person—regardless of wealth or status—has access to a fair trial and a strong defense. They embody the principle that justice should never be reserved only for those with financial means, but must be equally available to all.

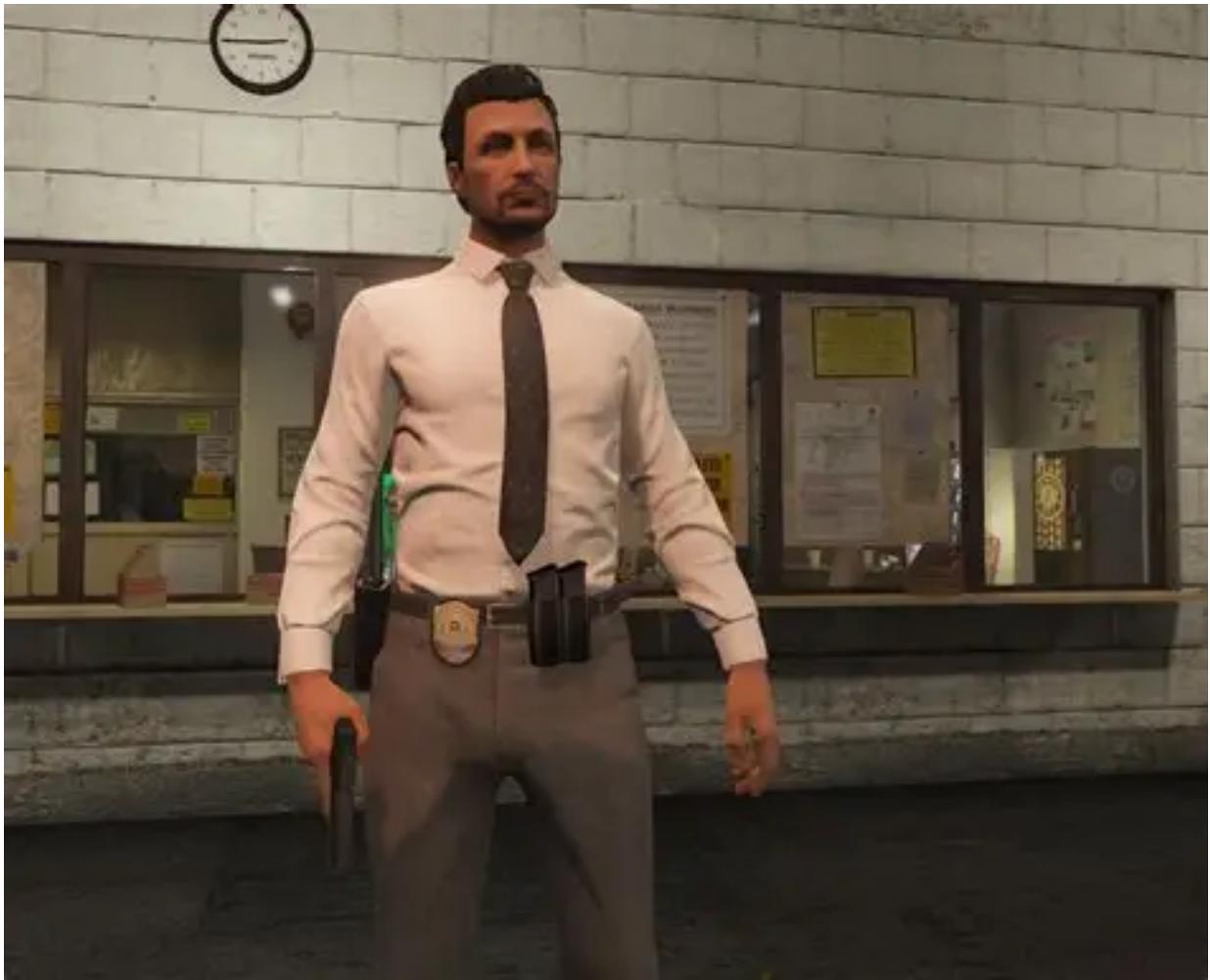
The **Public Defender's** duties mirror those of a **Defense Attorney**: protecting the rights of the accused, challenging the **Prosecution's** case, and ensuring that no verdict is reached without due process. However, their role carries an additional responsibility—advocating for the underrepresented and balancing limited resources while providing competent, ethical, and vigorous defense.

From the moment charges are filed, the Public Defender becomes a critical safeguard for the Defendant. They advise their client of their rights, negotiate bail or bond conditions, file motions to suppress unlawfully obtained evidence, and represent their client in hearings and trials. In the courtroom, the Public Defender cross-examines witnesses, disputes improper procedures, and argues passionately to ensure their client's side of the story is heard.

Beyond trial advocacy, the Public Defender also works to secure fair plea agreements, minimize unjust sentencing, and protect clients from excessive punishment or wrongful conviction. Their role is not only about legal defense but about upholding the constitutional guarantee of equal protection under the law.

The Public Defender must remain steadfast, resourceful, and impartial—balancing the duty to their client with the responsibility to the justice system. Their presence ensures that fairness is not compromised by wealth or power, but preserved through dedication, skill, and a commitment to the principle that everyone deserves a fair chance before the law.

District Attorney (DA)



The **District Attorney** represents the people and is responsible for prosecuting individuals accused of violating the law. With a sharp eye for detail and a commitment to upholding public safety, the **District Attorney** presents evidence, questions witnesses, and argues the case against the **Defendant** in court. Their duty is not only to convict but to seek the truth and ensure justice is served with integrity.

Defense Attorney



The **Defense Attorney** stands as the shield for the accused, ensuring that their rights are protected and that they receive a fair trial. Whether negotiating for leniency or challenging the **Prosecution's** claims, the **Defense Attorney** builds a strong case in support of their client, cross-examines witnesses, and works tirelessly to prevent wrongful convictions and reduce unjust penalties.

Jury



The **Jury** is a body of impartial citizens entrusted with the solemn duty of determining the outcome of a legal dispute. In **criminal trials**, the **Jury** listens to evidence and testimony to decide whether the accused is guilty beyond a reasonable doubt, ensuring that no person is unjustly punished without thorough deliberation. In **civil trials**, the **Jury** evaluates conflicts between individuals or entities—such as disputes over contracts, property, or injury claims—and renders a verdict based on the balance of evidence. Whether deciding matters of liberty or liability, the **Jury** serves as the voice of the community, delivering justice through thoughtful and unbiased judgment.

Police Officer



The [**Police Officer**](#) serves as a sworn protector of the public and an enforcer of the law. Their role in the justice system begins long before the courtroom—investigating crimes, gathering evidence, making lawful arrests, and ensuring that order is maintained in the community. In court, the [**Police Officer**](#) may be called to testify regarding their actions during an investigation or arrest, offering firsthand accounts that help the court understand the facts of a case. Their integrity, attention to detail, and adherence to proper procedure are vital in upholding justice and ensuring that every case is built on lawful and ethical grounds.

Supreme Court



The [**Supreme Court**](#) stands as the highest judicial authority within the legal system, composed of appointed staff members, administrators, and senior officials who serve as the final arbiters of law, policy, and courtroom conduct. While not typically involved in day-to-day trials or routine proceedings, the [**Supreme Court**](#) oversees the **overall administration and integrity of the entire justice system**, ensuring that legal processes remain fair, functional, and aligned with the core values of the community.

Members of the [**Supreme Court**](#) are responsible for interpreting the [**Constitution**](#), managing legal precedents, and resolving disputes that challenge the system itself. Their role includes reviewing internal procedures, approving systemic changes, and intervening when necessary to maintain balance or address abuse of power, misinterpretation of law, or procedural errors that lower courts may overlook.

One of the [**Supreme Court's**](#) most powerful tools is the ability to issue a [**Supreme Court Order**](#)—a formal and binding directive that overrides existing legal decisions, pauses active cases, or introduces immediate reforms.

In addition to their judicial responsibilities, the [**Supreme Court**](#) also manages the **jury system**, ensuring that juror pools are organized and unbiased, and may directly control [**Jury Selection**](#) for trials. They further maintain oversight over [**Judges**](#), [**District Attorneys**](#), [**Defense Attorneys**](#), and [**Law Enforcement Officers**](#), holding all parties accountable to the highest standard of law.

When disputes arise between courtroom officials, when new policies are introduced, or when clarification of law is required, the [**Supreme Court**](#) steps in as the **final voice of authority**—unbiased, knowledgeable, and committed to justice. Their decisions are binding and cannot be appealed within the current system.

In essence, the [**Supreme Court**](#) is the guardian of law and order at the highest level, balancing power, protecting due process, and ensuring that the justice system serves the people with fairness, transparency, and respect.

SECTION III: Forms

In any justice system—whether rooted in tradition or tailored for your unique community—paperwork is more than mere documentation; it is the written language of law. Legal forms serve as the bridge between intent and action, between allegation and adjudication. They formalize proceedings, initiate cases, record sworn statements, and ensure that due process is followed from the very first motion to the final order.

This section provides essential forms used throughout the justice process, each designed to mirror real-world legal standards while remaining practical and immersive for roleplay. Whether you're filing a [**Criminal Complaint**](#), submitting an [**Affidavit**](#), or drafting a [**Motion to Dismiss**](#), these forms give structure to your case and clarity to your purpose.

Every document included here plays a role in creating a justice system that feels real, functions smoothly, and supports fairness and transparency. Mastery of these forms means more than just checking boxes—it's about understanding the procedures, responsibilities, and implications behind every signature and submission.

♥️ Everything is available on [GitHub](#) for FREE! Cool Brad Scripts is not selling anything! ♥️

Affidavit

An [**Affidavit**](#) is a written, sworn statement of fact voluntarily made by an individual, known as the **affiant**, under oath or affirmation. It is used as a formal declaration of truth and can serve as evidence in court proceedings when live testimony may not be available or necessary.

Any person with **direct knowledge of the facts** being declared can file an [**Affidavit**](#). The individual must be competent to testify to the matters stated and must be willing to swear to the truthfulness of the contents. [**Affidavits**](#) are commonly used to support [**Requests for Arrest Warrants**](#), [**Requests for Search Warrants**](#), [**Civil Complaints**](#), or motions within the court system, making them a powerful tool for presenting factual information in a reliable and legally recognized format.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case. If the Defendant is not known, the filer could put <i>Unknown</i> here until it becomes known.
Case Number	The assigned case number for the legal matter. If this is a new case, the case number is the Incident ID in the MDT/CAD system.
Personal Information	The personal information of the individual filing the Affidavit
Facts of the Incident	The facts of the incident or investigation
Supporting Evidence	Any supporting evidence from the incident or investigation
Date	The date the Affidavit is being filed with the Court
Signature	The signature of the affiant
Printed Name	The printed name of the affiant

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

Plaintiff

v.

Defendant

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)
)
)
)
)

Case No.

AFFIDAVIT

Personal Information:

Facts of the Incident:

Supporting Evidence:

I affirm that the above statements are true and accurate to the best of my knowledge and belief. I understand that making a false statement in this affidavit may result in criminal charges and administrative sanctions.

Date:

Signature

Printed name and title

Print

Save As...

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Answer to Complaint

An [Answer to Complaint](#) is a formal, written response filed by a [Defendant](#) in a [civil](#) case in reply to the allegations made by the [Plaintiff](#) in the Complaint. This document allows the [Defendant](#) to admit, deny, or state insufficient knowledge of each claim brought against them, and to raise any defenses they wish the court to consider.

Filing an [Answer to Complaint](#) is a crucial step in the legal process, as it informs the court and the opposing party of the [Defendant's](#) position and preserves their right to contest the claims. Failure to file a timely [Answer to Complaint](#) may result in a [Default Judgment](#) being entered against the [Defendant](#).

An [Answer to Complaint](#) may also include [Affirmative Defenses](#). In some cases, the [Answer to Complaint](#) may be accompanied by a [Counterclaim](#) if the [Defendant](#) has claims of their own against the [Plaintiff](#).

Form Fields:

Plaintiff	The Plaintiff that filed the Civil Complaint
Defendant	The Defendant in the civil case
Case Number	The Case Number of the civil case. This can be found on the Civil Complaint .
Response	The response from the Defendant to the Civil Complaint
Date	The date the Answer to Complaint was filed on. This would be today's date.
Signature	The signature of the Defendant
Printed Name and Title	The printed name and title of the Defendant

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

Plaintiff

v.

Defendant

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)
)
)
)

Case No.

ANSWER TO COMPLAINT

Please provide to the Court, a written response to the allegations against YOU in the attached Civil Complaint:

I affirm that the above statements are true and accurate to the best of my knowledge and belief. I understand that making a false statement in this affidavit may result in criminal charges and administrative sanctions.

Date:

Signature

Printed name and title

Appearance of Counsel

An Appearance of Counsel is a formal document filed with the court by an attorney to officially notify the Court and all parties involved that they are representing a party in the legal proceedings. By filing an Appearance of Counsel, the attorney acknowledges receipt of the Civil Complaint, Criminal Complaint, or other legal action and confirms their client's participation in the case under the jurisdiction of the court.

Filing an Appearance of Counsel does not constitute a defense or response to the allegations—it merely establishes the attorney's role in the case and ensures that all future communications, court notices, and filings are properly directed to legal counsel.

Submitting this form is a necessary procedural step to safeguard the client's rights, avoid default judgments, and maintain proper lines of communication throughout the proceedings.

Note: This form can sometimes be filed by a Plaintiff or Defendant in a Civil Case if they are representing themselves and have no other Attorney.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual or entity defending against the case
Case Number	The case number assigned to the matter
Attorney Name	The full name of the Attorney appearing on behalf of the client
Date	The date of the <u>Appearance of Counsel</u>
Attorney Signature	The Attorney signature
Printed Name - Bar Number	The printed name and Bar Number of the Attorney
Discord Username	The Discord Username of the Attorney

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

[Redacted] Plaintiff)
v.)
[Redacted] Defendant) Case No. [Redacted]

APPEARANCE OF COUNSEL

To: The clerk of court and all parties of record

I am admitted or otherwise authorized to practice in this court, and I appear in this case as counsel for:

Date: [Redacted] [Redacted]
Attorney Signature
[Redacted]
Printed Name - Bar Number
[Redacted]
Discord Username

Print

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Appointment of Counsel

An [**Appointment of Counsel**](#) is a formal document issued by the [**Judge**](#) to assign an attorney to represent an individual—typically a [**Defendant**](#)—who is unable to afford legal representation or who, for other valid reasons, is left without counsel. This ensures the individual's constitutional right to legal representation is preserved, particularly in cases involving potential loss of liberty, significant financial interests, or fundamental rights.

In addition to financial hardship, the court may also issue an [**Appointment of Counsel**](#) when a [**Defense Attorney**](#) withdraws, is disqualified, [**moves away**](#), is [**Deported**](#), or is otherwise unable to continue representation. This process ensures that legal proceedings can move forward without undue delay while protecting the rights of the accused.

The appointed attorney—often a Public Defender or other court-approved counsel—will provide legal advice, prepare necessary filings, and represent the client throughout the court proceedings. The [**Appointment of Counsel**](#) formalizes this relationship and notifies all parties involved of the new attorney's role.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The assigned case number for the legal matter
Name of Attorney	The full name of the Attorney being appointed by the Judge
Bar Number	The official bar identification number of the appointed attorney
Party Type	Indicates whether the appointed counsel is representing the Plaintiff or Defendant
Firm Name	The name of the law firm, public defender's office, or organization the attorney is associated with, if applicable
Discord Username	The attorney's Discord Username
Date	The date the Appointment of Counsel is being filed

Signature of Party(s)	The signature of the party (typically the Defendant) acknowledging the appointment of counsel.
Date	The date the party signs the form.
Signature of New Attorney	The signature of the appointed attorney accepting representation.
Date	The date the attorney signs the form.
Judge	The signature of the presiding Judge confirming the Appointment of Counsel

UNITED STATES DISTRICT COURT
STATE OF SAN ANDREAS

[Redacted]
(Plaintiff)

v.

[Redacted]
(Defendant)

NOTICE OF APPOINTMENT OF COUNSEL

Case No. [Redacted]

Notice is hereby given that the Court has appointed [Redacted], State Bar No. [Redacted]
as counsel of record for [Redacted] *(Name of Attorney)*

Contact information for new counsel is as follows:

Firm Name: [Redacted]

Discord Username: [Redacted]

I consent to the above Appointment of Counsel

Date: [Redacted]

[Redacted]
[Redacted]
(Signature of Party (s))

I consent to the above Appointment of Counsel

Date: [Redacted]

[Redacted]
(Signature of New Attorney)

The substitution of attorney is hereby approved and so ORDERED.

Date: [Redacted]

[Redacted]
(Signature of Judge)

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Arrest Warrant Denied

An [**Arrest Warrant Denied**](#) form is an official document issued by the court when a [**Request for Arrest Warrant**](#) is reviewed and denied by a [**Judge**](#). This form records the court's decision and provides the reasoning behind the denial, ensuring transparency and proper documentation within the legal process.

[**Arrest Warrants**](#) may be denied for various reasons, including insufficient evidence, lack of [**probable cause**](#), procedural errors, or legal deficiencies in the request. The denial does not necessarily prevent future action; law enforcement or the requesting party may submit additional evidence or correct procedural issues and reapply if appropriate.

This form serves to formally notify all involved parties of the denial and to maintain an official record of the decision within the case file.

Form Fields:

Name of Person	The full name of the individual for whom the arrest warrant was requested.
Reason for Denial	A brief explanation provided by the Judge outlining why the arrest warrant was denied.
Date	The date the denial was issued
Judge Signature	The signature of the Judge who denied the Request for Arrest Warrant
Printed Name and Title	The printed name and official title of the Judge

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

ARREST WARRANT DENIED

COME NOW, the Court has DENIED the previously filed Request for Arrest Warrant requesting the arrest of
(name of person) [redacted].

The reasoning behind this DENIAL is:

Date: [redacted]

Judge Signature

[redacted]
Printed name and title

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Arrest Warrant

An **Arrest Warrant** is a formal, judicial order authorizing law enforcement officers to apprehend and detain a specific individual accused of committing a crime. It is issued by a **Judge** after reviewing supporting documentation—typically an **Affidavit** and a **Request for Arrest Warrant**—and determining that **probable cause** exists to believe the person named has committed a criminal offense.

The **Arrest Warrant** serves as both a legal instrument and a safeguard of constitutional rights. It ensures that no individual is deprived of liberty without judicial oversight and due process. Once issued, the **Arrest Warrant** must be executed lawfully, and the individual taken into custody must be promptly brought before the Court for an initial hearing.

Form Fields:

Name of Person to be Arrested	The full legal name of the individual whom the requesting officer seeks to have arrested.
Reason	The supporting document, or order, that was filed with the Court supporting the Arrest Warrant
Description of Offense	A concise but clear description of the criminal offense committed, including relevant statutes or charges.
Date	The date the Arrest Warrant is signed by the Judge
Judge Signature	The signature of the Judge , certifying the Arrest Warrant
Printed Name and Title	The printed name and title of the Judge to identify the source of the order for official court records.

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

ARREST WARRANT

To: Any authorized Law Enforcement Officer

IT IS COMMANDED that you arrest and bring before a United States magistrate judge without unnecessary delay
(name of person to be arrested) [redacted],
who is accused of an offense or violation based on the following document filed with the Court:

Complaint / Indictment Information Violation Notice Order of the Court Probation Violation

This offense is briefly described as follows:
[redacted]

Date: [redacted]

[redacted]
Judge Signature

[redacted]
Printed name and title

Return	
This warrant was received on <i>(date)</i> [redacted], and the person was arrested on <i>(date)</i> [redacted]	
at <i>(city and state)</i> [redacted]	[redacted] <i>Arresting Officer Signature</i>
Date: [redacted]	[redacted] <i>Printed name and title</i>

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Bail Agreement

A **Bail Agreement** is a formal written contract between the **Defendant** and the **Court** that allows the **Defendant** to remain free from custody while awaiting trial, in exchange for a financial bond or promise to comply with certain conditions. This agreement outlines the responsibilities and legal obligations of the **Defendant**, including appearing for all future court dates, refraining from committing new offenses, and complying with any additional conditions set by the Court (e.g., travel restrictions, contact bans).

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The assigned case number for the legal matter
Name of Defendant	Name of the person receiving Bail and agreeing to the Bail Agreement
Date	Date of the Bail Agreement
Signature	The signature of the Defendant , who's acknowledging that they have read and agree to the Bail Agreement
Printed name and title	The printed name of the Defendant

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

Plaintiff

v.

Case No. [redacted]

Defendant

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BAIL AGREEMENT

To: [redacted]

Name of the Defendant

By taking Bail you are agreeing to the following:

1. If you are arrested for any Felonies whilst on bail your bail will be forfeited and you will be automatically sentenced for your bailed offenses as well any new charges you have incurred. You will not receive the opportunity to post bail again for your previous charges.
2. If you are arrested for any crime that you are not currently on bail for, you will be given the opportunity to be re-bailed unless that crime requires a "Hold until Trial."
3. **Three Strike Rule:** If you are out on 2 other separate bails and arrested for any crime you will automatically be sentenced for both bail charges as well as any additional charges you have incurred.
4. You may turn yourself in and plead guilty at any point in time while the case is still active
5. If you fail to appear an **Arrest Warrant** will be issued and the bail amount forfeited. You will not be eligible to go out on bail again for fourteen (14) days.
6. It is your responsibility to check the government website for information on your court date. If you fail to attend court on your scheduled date an **Arrest Warrant** will be issued and you will be held in custody until another date can be set or a Judge orders your release.

I certify that I have read and agree to the above conditions

Date: [redacted]

Signature

Printed name and title

Print

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Bond Order

A **Bond Order** is a judicial ruling that sets, modifies, or revokes the financial conditions (bond) under which a **Defendant** may be released from custody while awaiting trial. The **Judge** uses this order to:

- **Set Bond:** Allow the **Defendant** to post a financial guarantee for release.
- **Deny Bond:** Keep the **Defendant** in custody without the option for release.
- **Revoke Bond:** Revoke the Bond from the **Defendant**

The **Bond Order** balances the **Defendant's** right to pre-trial freedom with public safety and the risk of flight, and it serves as an official court record of the **Judge's** decision.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The assigned case number for the legal matter
Bond Order	The Judge will order bond or revoke bond in this area
Reasoning	The Judge may provide a reasoning for the Bond Order
Date	The date of the Bond Order
Judge Signature	The signature of the Judge giving the Bond Order
Printed Name and Title	The printed name and title of the Judge giving the Bond Order

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

[Redacted]
Plaintiff

v.

[Redacted]
Defendant

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Case No. [Redacted]

BOND ORDER

This Court has ORDERED the Bond for the Defendant be (*select one*):

- Set at \$ [Redacted] in property or money
- Denied
- Revoked

Though not required under Federal Law, the Judge presiding over this case may provide a reasoning behind this decision:

Date: [Redacted]

[Redacted]
Judge Signature

[Redacted]
Printed Name and Title

Print

Save As...

Reset

Civil Complaint

A **Civil Complaint** is the formal document filed by the **Plaintiff** to initiate a civil legal case against a **Defendant**. The Complaint outlines the nature of the dispute, the legal basis for the claim, and the remedy or compensation the **Plaintiff** seeks from the Court.

Filing a **Civil Complaint** marks the official beginning of a civil lawsuit. Once submitted, the **Defendant** must be served and given the opportunity to respond in Court.

Form Fields:

Plaintiff	The individual bringing the case
Defendant	The individual defending against the case
Case Number	The case number assigned to the legal matter. This will be filled in by the Court.
Jury Trial	Indicates whether the individual filing the Civil Complaint is demanding a Jury Trial
Plaintiffs	Name and Discord Username of each Plaintiff in the case
Defendants	Name and Discord Username of each Defendant in the case
Statement of Claim	Short and plain statement of the claim
Relief	Indicates what damages or other relief the Plaintiff seeks
Date	Date of signing
Signature of Plaintiff	The signature of the individual bringing the case
Name of Plaintiff	The printed name of the individual bringing the case
Date	The date of the Attorney signature
Signature of Attorney	The signature of the Attorney representing the Plaintiff
Printed Name	The printed name of the Attorney representing the Plaintiff
Bar Number	The Bar Number of the Attorney
Law Firm	The Law Firm that the Attorney is a member of (if applicable)
Discord Username	The Discord Username of the Attorney

UNITED STATES OF AMERICA
for
STATE OF SAN ANDREAS

[Redacted]

) Case No. [Redacted]

(to be filled in by the Clerk's Office)

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) Jury Trial: *(check one)* Yes No

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Defendant No. 1

Name
Job or Title (*if known*)
Discord Username (*if known*)

Defendant No. 2

Name
Job or Title (*if known*)
Discord Username (*if known*)

Defendant No. 3

Name
Job or Title (*if known*)
Discord Username (*if known*)

Defendant No. 4

Name
Job or Title (*if known*)
Discord Username (*if known*)

Defendant No. 5

Name
Job or Title (*if known*)
Discord Username (*if known*)

Defendant No. 6

Name
Job or Title (*if known*)
Discord Username (*if known*)

Defendant No. 7

Name
Job or Title (*if known*)
Discord Username (*if known*)

II. Statement of Claim

Write a short and plain statement of the claim. Do not make legal arguments. State as briefly as possible the facts showing that each Plaintiff is entitled to the damages or other relief sought. State how each Defendant was involved and what each Defendant did that caused the Plaintiff harm or violated the Plaintiff's rights, including the dates and places of that involvement or conduct. If more than one claim is asserted, number each claim and write a short and plain statement of each claim in a separate paragraph. Attach additional pages if needed.

III. Relief

State briefly and precisely what damages or other relief the Plaintiff asks the court to order. Do not make legal arguments. Include any basis for claiming that the wrongs alleged are continuing at the present time. Include the amounts of any actual damages claimed for the acts alleged and the basis for these amounts. Include any punitive or exemplary damages claimed, the amounts, and the reasons you claim you are entitled to actual or punitive money damages.

V. Certification and Closing

By signing below, I certify to the best of my knowledge, information, and belief that this complaint: (1) is not being presented for an improper purpose, such as to harass, cause unnecessary delay, or needlessly increase the cost of litigation; (2) is supported by existing law or by a non frivolous argument for extending, modifying, or reversing existing law; and (3) the factual contentions have evidentiary support or, if specifically so identified, will likely have evidentiary support after a reasonable opportunity for further investigation or discovery.

A. For Parties Without an Attorney

I agree to provide the Clerk's Office with any changes to my address where case-related papers may be served. I understand that my failure to keep a current address on file with the Clerk's Office may result in the dismissal of my case.

Date of signing:

Signature of Plaintiff

Printed Name of Plaintiff

B. For Attorneys

Date of signing:

Signature of Attorney

Printed Name

Bar Number

Name of Law Firm

Discord Username

Criminal Complaint

A **Criminal Complaint** is the **formal legal document** that begins the prosecution of a criminal case. It outlines the specific criminal charges against the **Defendant**, identifies the relevant laws or statutes violated, and presents a concise summary of the facts supporting those charges.

The **Criminal Complaint** serves as the foundation for the case, officially notifying both the **Defendant** and the Court of the alleged criminal behavior. It is typically signed by a law enforcement officer or prosecutor and must be based on sufficient factual evidence to proceed.

Form Fields:

Defendant	The Defendant(s) being accused of a crime or crimes
Case Number	The Case Number of the case. This is filled in by the Judge or clerk's office after the case has been accepted.
Date	Date(s) of the Incident
Code Section	The specific penal codes that the Defendant has broken. These are the charges being pursued against the Defendant(s).
Offense Description	The Offense Descriptions from the Penal Code.
Facts of the Case	The facts of the case. Do not include opinions. Include only what is known about the case and doesn't need to be proven.
Complainant's Signature	The signature of the complainant. This is typically a high-ranking Police Officer or District Attorney .
Printed Name and Title	Printed name and title of the complainant
Continued	If you are attaching multiple sheets, you can check this box to signify to the Court that multiple sheets are attached.
Date	The date the Criminal Complaint was filed with the Court

UNITED STATES OF AMERICA
FOR
STATE OF SAN ANDREAS

State of San Andreas

v.

--

) Case Number:
)
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(Filled in by the Clerk's Office)

Defendant(s)

CRIMINAL COMPLAINT

I, the complainant in this case, state that the following is true to the best of my knowledge and belief. On or about the date(s) of [redacted] in the State of San Andreas, the defendant(s) violated:

<i>Code Section</i>	<i>Offense Description</i>
[redacted]	[redacted]

This criminal complaint is based on these facts:

--

Complainant's signature

--

Printed name and title

Continued on the attached sheet.

Date: [redacted]

Print

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Reset

Judgment in a Civil Action

A **Judgment in a Civil Action** is a formal court document that records the final decision or outcome of a civil case. This judgment reflects the resolution of the dispute between the **Plaintiff** and **Defendant**, including any relief granted, such as monetary damages, injunctions, or other court-ordered remedies.

The judgment may be issued following a **Trial by Jury**, a **Bench Trial** before a **Judge**, or a judicial decision on motions without a trial. Once entered, the **Judgment in a Civil Action** becomes an enforceable court order and marks the conclusion of the case at the trial court level.

This form ensures that the outcome is officially recorded, provides clarity on the court's ruling, and serves as the basis for any enforcement or appeals that may follow.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Court Order	The Judge's formal ruling or directive that constitutes the judgment in the civil action
Action	Indicates how the case was resolved—whether by a jury verdict, bench trial, or judicial decision without a trial.
Date	The date the judgment is entered.
Signature of Clerk or Judge	The signature of the court clerk or the presiding Judge finalizing the judgment.

UNITED STATES OF AMERICA
FOR
STATE OF SAN ANDREAS

[Redacted] Plaintiff)
v.) Case Number [Redacted]
[Redacted] Defendant)

JUDGMENT IN A CIVIL ACTION

The Court has ordered that (*check one*):

the Plaintiff (name) [Redacted] recover from the Defendant (name) [Redacted]
the amount of [Redacted], which includes prejudgement interest at the rate of [Redacted] %, plus post judgment interest
rate of [Redacted] %.

the Plaintiff recover nothing, the action be dismissed on the merits, and the Defendant (name) [Redacted]
recover costs from the Plaintiff (name) [Redacted]

other: [Redacted]

This action was (*check one*):

tried by a jury with Judge [Redacted] presiding, and the jury has rendered a verdict.
 tried by Judge [Redacted] without a jury and the above decision was reached.
 decided by Judge [Redacted] on a Motion for [Redacted]

Date: [Redacted]

[Redacted]
Signature of Clerk, Deputy Clerk, or Magistrate

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Motion for Contempt

A **Motion for Contempt** is a formal request filed with the court asking a **Judge** to find an individual or party in violation of a prior court order. This motion is used when a party believes that another person has willfully disobeyed or failed to comply with a lawful court directive, such as an order to pay damages, appear in court, or perform or refrain from certain actions.

The **Motion for Contempt** outlines the original order, identifies the individual accused of noncompliance, describes how the violation occurred, and requests that the court take appropriate action. The Court may decide to impose sanctions, fines, imprisonment, or other remedies to enforce compliance and uphold the authority of the Court.

Filing this motion ensures that court orders are respected and provides a legal mechanism to address willful disobedience.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Party Type	The role of the party filing the motion (e.g., <u>Plaintiff</u> , <u>Defendant</u> , Petitioner, Respondent)
Date	The date the motion is filed
Offender	The individual accused of violating the court order
Court Order	A clear description of the original action or order issued by the Court
Violation	A specific explanation of how the offending person failed to comply with the court's order
Offender	Repeated for clarity or official documentation purposes
Date	The date the alleged contempt occurred or the violation was discovered
Signature	The signature of the party filing the motion

Printed Name and Title	The printed name and official title or role of the person submitting the motion
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UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

[Redacted]
Plaintiff

v.

[Redacted]
Case No. [Redacted]

[Redacted]
Defendant

MOTION FOR CONTEMPT OF COURT

Comes now **Defendant** [Redacted] , and states that on [Redacted] this Court entered and order whereby:
[Redacted] was ordered to (do) (not do) the following:

Since the date of such order, such person has violated the above order in that:

WHEREFORE, the undersigned asks that the Court order [Redacted] **TO APPEAR** in open Court and explain why such person should not be punished for contempt of Court.

I affirm under the penalties for perjury that the foregoing representations are true.

Date: [Redacted]

[Redacted]
Signature

[Redacted]
Printed name and title

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Reset

Motion for Default Judgment

A **Motion for Default Judgment** is a formal request submitted to the Court asking for a judgment in favor of the **Plaintiff** when the **Defendant** has failed to respond, appear, or otherwise defend against the claims within the time required by law. This motion asserts that the **Defendant's** inaction constitutes a waiver of their right to contest the case, thereby entitling the **Plaintiff** to relief as requested in the initial complaint.

The **Motion for Default Judgment** typically outlines the procedural history of the case, demonstrates the **Defendant's** failure to respond or comply, and requests that the Court issue a final judgment granting the **Plaintiff** the remedies sought—such as monetary damages, injunctive relief, or declaratory orders. Filing this motion ensures that cases may proceed efficiently even when one party refuses or neglects to participate.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Reasoning	The reasoning for the Motion for Default Judgement
Date	The date the alleged contempt occurred or the violation was discovered
Signature	The signature of the party filing the motion
Printed Name and Title	The printed name and official title or role of the person submitting the motion

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

Plaintiff

v.

Case No.

Defendant

MOTION FOR DEFAULT JUDGMENT

We respectfully ask the Court to consider our **Motion for Default Judgment** based on the following reasoning:

Date:

Signature

Printed name and title

Print

Save As...

Reset

Motion for Enlargement of Time

A **Motion for Enlargement of Time** is a formal request filed with the court by a party seeking additional time to meet a deadline or fulfill a required action in an ongoing legal matter. This motion is typically used when unforeseen circumstances, delays, or other valid reasons prevent a party from complying with the original time frame set by the court or procedural rules.

By filing this motion, the requesting party explains the amount of additional time needed and provides justification for the extension. The court will review the request and, if granted, issue a new deadline. Filing a **Motion for Enlargement of Time** in good faith helps prevent procedural penalties, default rulings, or other negative outcomes due to missed deadlines.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Party Type	The role of the party filing the motion
Additional Time Requested	The specific amount of extra time being requested
Reasoning	A brief explanation of why the additional time is necessary
Date	The date the motion is filed
Signature	The signature of the party submitting the motion
Printed Name and Title	The printed name and role of the person filing the motion

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

[Redacted]
Plaintiff

v.

[Redacted]
Case No. [Redacted]

[Redacted]
Defendant

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MOTION FOR ENLARGEMENT OF TIME

The **Defendant** [Redacted] respectfully asks the Court to consider its Motion for Enlargement of Time. We are requesting an

additional:

- 24 Hours
- 48 Hours
- 72 Hours
- Other

The reasoning behind this request is:

[Redacted]

Date: [Redacted]

[Redacted]
Signature

[Redacted]
Printed name and title

Print

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Motion for Pre-Trial Conference

A **Motion for Pre-Trial Conference** is a request made by either party in a civil case asking the Court to schedule a **Pre-Trial Conference** ([Civil](#) or [Criminal](#)). This conference is an important step where the parties and the Court meet to discuss trial readiness, clarify outstanding issues, and set a trial date. Filing this motion signals that the requesting party believes the case is sufficiently prepared to move forward.

The Court will review the motion and, if appropriate, grant the request and notify both parties of the scheduled conference.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Party Type	The role of the party filing the motion
Reasoning	A brief explanation of why the motion is being requested (e.g. the Party is ready to proceed to Trial)
Date	The date the motion is filed
Signature	The signature of the party submitting the motion
Printed Name and Title	The printed name and role of the person filing the motion

Motion for Stipulated Dismissal

[Description Here]

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Reasoning	Conditions for the Stipulated Dismissal
Date	The date the motion was filed
Signature	The signature of the individual filing the motion
Printed Name and Title	The printed name and title of the person filing the motion

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

Plaintiff

v.

Case No. [redacted]

Defendant

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MOTION FOR STIPULATED DISMISSAL

The moves the Court to consider and initiate a Motion for Stipulated Dismissal.
Both parties are in agreement to this Motion based upon the following conditions:

Date: [redacted]

Signature

[redacted]
Printed Name and Title

Motion to Dismiss

A **Motion to Dismiss** is a formal request filed with the court asking for the dismissal of part or all of a case. This motion is typically submitted by the **Defendant** but may be filed by any party seeking to challenge the legal sufficiency of the opposing party's claim.

A **Motion to Dismiss** argues that, even if the facts alleged in the complaint are true, there is no legal basis for the case to continue. Common legal grounds include lack of jurisdiction, failure to state a claim, improper service, or violation of procedural rules. If granted, the motion may result in the case being dismissed either with or without prejudice, depending on the circumstances.

This motion helps ensure that cases without proper legal merit are not allowed to proceed unnecessarily, saving time and resources for both the court and the parties involved.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Party Type	The role of the party filing the motion
Legal Basis	The specific legal reason or grounds for requesting dismissal
Date	The date the motion is filed
Signature	The signature of the filing party or their representative
Printed Name and Title	The printed name and title of the person submitting the motion

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

[Redacted]
Plaintiff

v.

[Redacted]
Defendant

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Case No. [Redacted]

MOTION TO DISMISS

The [Redacted] moves the Court to consider and initiate a Motion to Dismiss. The legal basis for this Motion to Dismiss is as follows:

[Redacted]

Date: [Redacted]

[Redacted]
Signature

[Redacted]
Printed name and title

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Motion to Reconsider

A **Motion to Reconsider** is a formal request filed with the court asking the **Judge** to review and reevaluate a prior ruling, decision, or order made in the case. This motion is typically used when the filing party believes the court has made a legal or factual error, overlooked important evidence, or when new information has come to light that could significantly affect the outcome.

A **Motion to Reconsider** must clearly identify the specific ruling being challenged and provide detailed reasoning for why the court should reconsider its decision. Common grounds include legal misapplication, manifest injustice, or the discovery of new, previously unavailable evidence.

This motion serves as an important tool to ensure fairness and accuracy in judicial decisions without the need for a formal appeal.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Party Type	The role of the party filing the motion
Specific Motion to Reconsider	A clear identification of the motion, ruling, or decision the party is asking the court to reconsider
Reasoning	A detailed explanation of the legal, factual, or equitable grounds for the request
Date	The date the motion is filed
Signature	The signature of the party or their attorney submitting the motion
Printed Name and Title	The printed name and title or the role of the person filing the motion

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

Plaintiff

v.

Defendant

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Case No. [REDACTED]

MOTION FOR RECONSIDERATION

The [REDACTED] Defendant respectfully asks the Court to reconsider its [REDACTED]. The reasoning behind (Specific Motion to Reconsider) this Motion to Reconsider is as follows:

Date: [REDACTED]

Signature

[REDACTED]
Printed name and title

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Name Change Request

A **Name Change Request** is a formal petition submitted to the court by an individual seeking to legally change their name. This request can be made for a variety of personal, professional, or cultural reasons, including marriage, divorce, gender transition, religious preference, or personal choice.

The individual must provide their current legal name and the desired new name as part of the request. Once submitted, the court will review the petition to ensure the name change is not being sought for fraudulent, deceptive, or unlawful purposes.

Form Fields:

Current Name	The current name of the individual requesting to change their name
New Name	The name that the individual wishes to use moving forward
Date	The date the request is filed
Signature	Signature of the individual
Printed Name and Title	The printed name and title of the individual

UNITED STATES DISTRICT COURT

NAME CHANGE REQUEST

I am writing the Court to express my intention to change my legal name from

to that of . I understand that this Name Change Request is subject to

approval by the Courts and will cost me a Filing Fee pursuant to the most recent update of the Civil Code.

Date:

Signature

Printed Name and Title

Print

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Notice of Hearing

A **Notice of Hearing** is a document issued by the court to inform all parties involved in a legal case of the date, time, and location of an upcoming **Court Hearing**. This notice ensures that the **Plaintiff**, **Defendant**, and any other relevant parties are properly informed and have an opportunity to appear, present evidence, and be heard.

The **Notice of Hearing** provides essential details about the scheduled proceeding, including the case information, hearing date, and place where the hearing will be held. Proper service of this notice helps maintain fairness, due process, and transparency within the legal system.

Failure to appear at the hearing after proper notice may result in a **Default Judgment**, adverse rulings, or other court-imposed consequences.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Date of Hearing	The scheduled date of the hearing
Place	The physical or virtual location where the hearing will take place
Date	The date the notice is issued
Signature	The signature of the Judge or court official issuing the notice
Printed Name and Title	The printed name and official title of the person signing the notice

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

Plaintiff

v.

Defendant

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Case No. [REDACTED]

NOTICE OF A HEARING

A hearing has been scheduled in the above-captioned civil or criminal matter in which you, or the entity you represent, are a named party. This notice serves to advise you of the upcoming hearing and to inform you of your rights and obligations under the laws of the United States of America.

You are receiving this Notice because a civil case in which you are involved is moving forward to a scheduled hearing before the Court. A copy of the case details or any pertinent pleadings may be attached for your reference.

The Court Hearing is scheduled for [REDACTED] via:

- In Person
- Discord

(*Date of Hearing*)

Date: [REDACTED]

[REDACTED]

Signature

[REDACTED]

Printed name and title

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Notice of Suit

A **Notice of Suit** is an official document used to inform an individual, business, or organization that they are being sued in a **civil legal action**. It serves as formal notification that a legal claim has been filed against them and provides the basic details of the case, including:

- The names of the **Plaintiff** and **Defendant**
- The nature of the lawsuit
- Instructions for how to respond

The **Notice of Suit** ensures that all parties have an opportunity to be heard and participate in the legal process, in accordance with the principles of due process.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Name	The name of the individual receiving the notice
Time Limit	The amount of the time the individual has to respond to the lawsuit
Date	The date the notice was given
Signature	The signature of the individual who is issuing the notice
Printed Name and Title	The printed name and title of the individual issuing the notice

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

Plaintiff

v.

Defendant

Case No. [REDACTED]

NOTICE OF A LAWSUIT

To: [REDACTED]

Name of the Defendant or Business

Why am I receiving this?

A civil lawsuit has been filed against you, or the entity you represent, in this court under the Civil Action Number listed above. A copy of the complaint is attached for your reference.

This is NOT a Summons by the Court. It is an Official Notice advising you that you are being sued. Per your rights as a Citizen of San Andreas, and the United States of America, you have [REDACTED] to respond in this suit by filing an Appearance with the Court. You can file the appearance yourself, or hire an attorney to represent you on your behalf.

Why am I receiving this?

If you, or your Attorney, files an Appearance within 48 hours, the case will proceed and a Case Hearing will be set by the Judge within 48 hours of your Appearance being filed. The case will then proceed pursuant to United States case law.

If you, or your Attorney, does NOT file an Appearance with the Court within 48 hours of receipt of this Notice of a Lawsuit, you will be putting yourself, or the entity you represent, at risk of a Default Judgment.

What is a Default Judgment?

A Default Judgment is a decision made by the Court in favor of the Plaintiff when the Defendant fails to respond to the lawsuit within the specified time frame allowed by law. It can result in the enforcement of legal remedies against the Defendant without further opportunity for defense.

I certify that this request is being sent to you on the date below.

Date: [REDACTED]

Signature

Printed name and title

Print

Save As...

Reset

Order Denying Motion

An **Order Denying Motion** is a formal decision issued by the court rejecting a motion filed by a party in a legal case. This order records the name of the motion, the filing party, the date it was filed, and the court's reasoning for the denial.

A motion may be denied for various reasons, including lack of legal merit, procedural deficiencies, untimeliness, or failure to meet the required legal standards. The denial of the motion means the requested relief will not be granted, and the case will proceed accordingly.

This order ensures that all parties are formally notified of the court's decision and the reasons behind it, preserving transparency and fairness in the judicial process.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Motion Name	The name or title of the motion being denied
Filing Party	The party that filed the motion
Filed Date	The date the motion was originally filed
Reasoning	A brief explanation of the Court's reason for denying the motion
Date	The date the order is issued
Signature	The signature of the Judge issuing the denial
Printed Name and Title	The printed name and official title of the Judge

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

[Redacted]
Plaintiff

v.

[Redacted]
Defendant

)
Case No. [Redacted]

MOTION DENIED

This Court has DENIED the (*select one*):

- Motion for Contempt
- Motion for Enlargement of Time
- Motion to Dismiss
- Motion to Reconsider
- [Redacted]

that was filed by the Plaintiff [Redacted] on [Redacted].

Though not required under Federal Law, the Judge presiding over this case may provide a reasoning behind this decision:

[Redacted]

Date: [Redacted]

[Redacted]

Signature

[Redacted]

Printed Name and Title

Print

Save As...

Reset

Order of Dismissal

An **Order of Dismissal** is a ruling issued by the Court that terminates a civil case. This order may be based on a voluntary withdrawal by the **Plaintiff**, a stipulated agreement between both parties, or a motion granted by the Court. The dismissal may be entered with or without prejudice, which allows the **Plaintiff** to refile the case under certain conditions.

The **Order of Dismissal** ensures clarity and finality in civil proceedings. It is recorded in the Court's docket and typically includes a brief explanation of the grounds for dismissal. Once issued, all future proceedings in the case are halted unless otherwise stated in the order.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Prejudice	Indicates whether the dismissal is <u>with prejudice</u> or <u>without prejudice</u>
Reasoning	The reasoning for the dismissal
Date	The date the order was given
Signature	The signature of the Judge giving the order
Printed Name and Title	The printed name and Title of the Judge giving the Order

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

[Redacted]
Plaintiff

v.

[Redacted]
Defendant

)
Case No. [Redacted]

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ORDER OF DISMISSAL

This Court has ORDERED the case be DISMISSED:



With Prejudice



Without Prejudice

based on the following reasoning:

Date: [Redacted]

[Redacted]
Signature

[Redacted]
Printed Name and Title

Print

Save As...

Reset

Order Granting Motion

An **Order Granting Motion** is a formal decision issued by the court approving a motion filed by a party in a legal case. This order sets forth the name of the motion, the filing party, the date it was filed, and the court's reasoning for granting the requested relief.

A motion may be granted when the court determines that the legal and factual grounds support the requested action and that it is consistent with applicable laws and court procedures. The granting of the motion may result in specific court actions, such as dismissal of claims, extension of deadlines, or other remedies.

This order formally communicates the court's decision to all parties and creates an official record of the ruling.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Motion Name	The name or title of the motion being approved
Filing Party	The party that filed the motion
Filed Date	The date the motion was originally filed
Reasoning	A brief explanation of the court's reason for approving the motion
Date	The date the order is issued
Signature	The signature of the Judge issuing the approval
Printed Name and Title	The printed name and official title of the Judge

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

Plaintiff

v.

Case No. [REDACTED]

Defendant

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MOTION GRANTED

This Court has GRANTED the (*select one*):

- Motion to Compel Discovery
- Motion for Contempt
- Motion for Enlargement of Time
- Motion for Pre-Trial Conference
- Motion to Dismiss
- Motion to Reconsider
- [REDACTED]

that was filed by the **Defendant** [REDACTED] on [REDACTED].

Though not required under Federal Law, the Judge presiding over this case may provide a reasoning behind this decision:

Date: [REDACTED]

[REDACTED]

Signature

[REDACTED]

Printed Name and Title

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Pre-Filing

[Description Here]

Form Fields:

Proof of Service

A **Proof of Service** is a formal declaration used to confirm that legal documents have been properly delivered to a party involved in a legal proceeding. The person completing the service affirms under penalty of perjury that the documents were delivered according to law. This ensures all parties have received proper notice and that the court has an official record of service.

Proof of Service is essential in both **civil** and **criminal** matters to confirm that legal documents—such as complaints, subpoenas, or hearing notices—have been received by the individual or entity named in the case.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Name	The name of the person doing the servicing
Date	Date the service was completed
Time	Time the service was completed
Documents	The documents that were served on the person
Name of Person Served	Name of the person served
Location of Service	Location of the service
Method	How the service was performed
Date	Date the form was filed
Signature	Signature of the person filing the <u>Proof of Service</u>
Printed Name and Title	The printed name and title of the individual filing the form

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

[Redacted]
Plaintiff)
v.) Case No. [Redacted]
[Redacted])
Defendant)

PROOF OF SERVICE

I, [Redacted], hereby affirm that on [Redacted] at [Redacted], I
(Date) (Time)

served the following legal documents upon the Defendant in the above-captioned matter:

- Civil Complaint
- Appearance
- Notice of Hearing
- Subpoena

Name: [Redacted]

Location: [Redacted]

Method of Service:

- In-Person
- Discord (E-Mail)

I certify, under penalty of Perjury, that this Proof of Service is accurate.

Date: [Redacted]

[Redacted]

Signature

[Redacted]

Printed Name and Title

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Request for Arrest Warrant

A **Request for Arrest Warrant** is a formal application submitted by a law enforcement officer or other authorized official, asking the Court to issue a warrant for the arrest of an individual suspected of committing a criminal offense. This request is typically supported by an **Affidavit** that outlines the facts and evidence establishing **probable cause**. The purpose of the request is to initiate the legal process of apprehending a suspect when immediate arrest is not otherwise justified or authorized without judicial approval.

The Court reviews the information presented and determines whether sufficient grounds exist to issue an **Arrest Warrant**. If approved, the warrant empowers officers to locate and detain the named individual and bring them before the Court for further proceedings. This document serves as a critical step in protecting public safety while upholding due process.

Form Fields:

Name of Person to be Arrested	The full legal name of the individual whom the requesting officer seeks to have arrested.
Reason	The supporting document, or order, that was filed with the Court supporting the <u>Arrest Warrant</u>
Description of Offense	A concise but clear description of the criminal offense committed, including relevant statutes or charges if known. You could also include any evidence, but evidence should be already be known to the Court via an <u>Affidavit</u> (or multiple <u>Affidavits</u> if you have multiple officers)
Date	The date the <u>Request for Arrest Warrant</u> is submitted to the Court.
Officer Signature	The signature of the requesting officer, certifying the accuracy of the information provided and their request for judicial action.
Printed Name and Title	The printed name and title/rank of the requesting officer to identify the source of the request for official recordkeeping and accountability.

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

REQUEST FOR ARREST WARRANT

To: Magistrate

IT IS REQUESTED that you GRANT without unnecessary delay the permission to apprehend, with necessary force
(name of person to be arrested) [redacted],
who is accused of an offense or violation based on the following document filed with the Court:

Complaint / Indictment Information Violation Notice Order of the Court Probation
Violation

The offense is briefly described as follows:
[redacted]

Date: [redacted]

[redacted]
Officer Signature

[redacted]
Printed name and title

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Request for Search and Seizure

A **Request for Search and Seizure** is a formal application submitted to the court by a law enforcement officer or government attorney seeking authorization to conduct a search of a person, location, or property and to seize specific evidence related to a suspected crime. This request, if granted, results in the issuance of a **Search and Seizure Warrant**, which legally permits the search and protects constitutional rights against unreasonable searches and seizures.

The applicant must clearly identify the person, place, or property to be searched and describe the evidence, contraband, or individuals to be seized. The request must also state the legal basis for the search under the **Federal Rules of Procedure** and must be supported by sufficient facts establishing probable cause.

Common grounds for a search include the belief that evidence of a crime, illegal contraband, stolen items, or persons unlawfully restrained may be found at the specified location. The court will review the application to ensure that it meets legal requirements before deciding whether to issue the search warrant.

Form Fields:

In the Matter of the Search of	Briefly describe the property to be searched or identify the person by name and address
Case Number	The case number assigned to the legal matter
Person or Property to be Searched	Detailed description of the person, property, or place subject to the search
Items to be Seized	Description of evidence, contraband, or individuals to be seized
Legal Basis	The legal basis that allows for the search and seizure to take place
Offense	The exact penal code and offense description
Additional Facts	Any additional facts about the case that may be relevant to the request
Date	The date the request is filed
Applicant's Signature	The signature of the individual
Printed Name and Title	The printed name and title of the individual

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

In the Matter of the Search of

(Briefly describe the property to be searched
or identify the person by name and address)

Case No. [redacted]

REQUEST FOR SEARCH AND SEIZURE

I, a federal law enforcement officer or an attorney for the government, request a search warrant and state under penalty of perjury that I have reason to believe that on the following person or property (identify the person or describe the property to be searched and give its location):

[redacted]

there is now concealed (identify the person or describe the property to be seized):

[redacted]

The basis for the search under Federal Criminal Procedure is (check one or more):

- evidence of a crime
- contraband, fruits of crime, or other items illegally possessed
- property designed for use, intended for use, or used in committing a crime
- a person to be arrested or a person who is unlawfully restrained

The search is related to a violation of:

Code Section	Offense Description
[redacted]	[redacted]

Additional Facts relevant to this Application for a Search Warrant:

[redacted]

[redacted]
Applicant's Signature

Date: [redacted]

[redacted]
Printed Name & Title

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Response to Motion

A **Response to Motion** is a document filed by a party in a legal case to reply to a motion submitted by the opposing party. This response allows the filing party to support, oppose, or otherwise address the arguments, legal reasoning, or requests made in the original motion.

The **Response to Motion** is an essential part of the court process, ensuring that both sides have an opportunity to be heard before the court makes a decision. The responding party may present counter arguments, legal authority, factual clarifications, or propose alternative outcomes.

Once filed, the court will consider both the original motion and the response when deciding whether to grant, deny, or modify the requested relief. Timely and properly filed responses help ensure fairness, due process, and a complete record of the dispute.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Party Type	The party that is responding to the motion
Motion	The motion that was filed with the court that the party wishes to respond to
Response	The response of the party
Date	The date of the response
Signature	The signature of the individual filing the response
Printed Name and Title	The printed name and title of the individual filing the response

UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

Plaintiff

v.

Defendant

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Case No.

RESPONSE TO MOTION

I, the Plaintiff in this case am respectfully seeking to providing a response to the Court in regards to the
(name of Motion or Document) that was filed with the Court.

Date:

Signature

Printed name and title

Search and Seizure Warrant

A **Search and Seizure Warrant** is an official court order that authorizes law enforcement to search a specific person, place, or property and seize particular items connected to a criminal investigation. The warrant is issued only upon a showing of probable cause that evidence of a crime, contraband, or individuals subject to arrest are likely to be found at the identified location.

The warrant must clearly specify the place to be searched and the person(s) or item(s) to be seized, ensuring that the search is limited in scope and fully compliant with constitutional protections. The issuing **Judge** may also authorize delayed notification to the affected party when immediate disclosure could compromise the investigation, lead to the destruction of evidence, or pose a threat to safety.

The **Search and Seizure Warrant** sets strict parameters on how and when the search may be carried out, including the permissible time of execution and an expiration date. Once signed by a judge, the warrant provides lawful authority for the search and serves as an essential safeguard to ensure evidence is collected in accordance with the law.

In addition, the warrant includes a section for **law enforcement officers** to complete when executing and returning the warrant. This return section is critical for maintaining accurate records of the items seized and for ensuring proper chain of custody in any subsequent court proceedings. It also contains a certification section to formally verify the return of the warrant to the court.

Form Fields:

In the Matter of the Search of	Briefly describe the property to be searched or identify the person by name and address
Case Number	The case number assigned to the legal matter
Person or Property to be Searched	Identify the person or describe the property to be searched and give its location
Person or Items to be Seized	Identify the person or describe the property to be seized
Expiry Date	The date the warrant expires
Time	The time the warrant is allowed to be executed
Judge Name	The name of the Judge issuing the warrant

Delayed Notification	Allows the Judge to delay notification of the warrant to the involved party if it is believed it may have a negative impact on the overall case
Date	The date the warrant is issued
Judge Signature	The signature of the Judge
Printed Name and Title	The printed name and title of the Judge

UNITED STATES DISTRICT COURT

for the

STATE OF SAN ANDREAS

In the Matter of the Search of
*(Briefly describe the property to be searched
or identify the person by name and address)*

)
)
)
Case No. [redacted]
)
)
)

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the State of San Andreas (*identify the person or describe the property to be searched and give its location*):
[redacted]

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (*identify the person or describe the property to be seized*):
[redacted]

YOU ARE COMMANDED to execute this warrant on or before [redacted] (*not to exceed 14 days*)

in the daytime 6:00 a.m. to 10:00 p.m. at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to [redacted]

(United States Magistrate Judge)

Pursuant to C.C. 301, I find that immediate notification could negatively impact an ongoing investigation or criminal proceeding and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (*check the appropriate box*)

for [redacted] days (*not to exceed 3*) until, the facts justifying, the later specific date of [redacted].

Date and time issued: [redacted]

Judge's signature

[redacted]
Printed name and title

Return		
Case No.: <input type="text"/>	Date and time warrant executed: <input type="text"/>	Copy of warrant and inventory left with: <input type="text"/>
Inventory made in the presence of: <input type="text"/>		
Inventory of the property taken and name of any person(s) seized: <input type="text"/>		
Certification		
I declare under penalty of perjury that this inventory is correct and was returned along with the original warrant to the designated judge.		
Date: <input type="text"/>	<input type="text"/> <i>Executing Officer Signature</i>	
		<input type="text"/> <i>Executing Officer Name and Title</i>

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Subpoena Duces Tecum

A **Subpoena Duces Tecum** is a formal court order that commands an individual or entity to appear at a specified time and place and to bring certain documents, records, or tangible evidence listed in the subpoena. The term "duces tecum" means "bring with you," referring specifically to the requirement to produce physical or electronic evidence for use in a legal proceeding.

This subpoena may be used in both criminal and civil cases and is typically requested by one of the parties involved in the case as part of the discovery process or to compel evidence for a hearing or trial. Failure to comply with a **Subpoena Duces Tecum** without lawful excuse may result in contempt of court and potential legal penalties.

The subpoena clearly identifies the individual to whom it is directed, the specific materials being requested, the location and time for compliance, and the party making the request.

Form Fields:

Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Name	Name of person to whom the subpoena is directed
Discovery	The books, papers, documents, data, or other subjects that are being requested
Place	The place the individual must bring the discovery to
Date / Time	The time the individual must bring it at
Date	The date the subpoena was issued
Signature	The signature of the clerk or <u>Judge</u>
Party Type	The party requesting the subpoena
Name	The name of the individual requesting the subpoena
Contact Information	The contact information of the individual requesting the subpoena

UNITED STATES DISTRICT COURT
for the

STATE OF SAN ANDREAS

State of San Andreas

v.

[Redacted]

)
)
)
)

Case No. [Redacted]

Defendant

SUBPOENA DUCES TECUM

To: [Redacted]

(Name of person to whom this subpoena is directed)

YOU ARE COMMANDED to produce at the time, date, and place set forth below the following books, papers, documents, data, or other objects for Discovery in a Criminal Case:

[Redacted]

Place: [Redacted]

Date/Time: [Redacted]

Certain provisions of the Federal Code are attached, including Rule 1, relating to your ability to file a motion to quash or modify the subpoena; Rule 2, which govern service of subpoenas; and Rule 3, relating to your duty to respond to this subpoena and the potential consequences of not doing so.

CLERK OF COURT OR MAGISTRATE

Date: [Redacted]

Signature of Clerk or Magistrate

The name, address, e-mail, and telephone number of the attorney representing the

Defendant

, who requests this subpoena, are:

[Redacted]

NOTICE: In accordance with legal procedure, upon serving this subpoena, it is imperative that a duplicate of the subpoena along with all accompanying attachments be provided to the opposing party involved in the respective legal matter.

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Federal Rule of Procedure

1. Producing Documents and Objects.

- a. In General.** A subpoena may order the witness to produce any books, papers, documents, data, or other objects the subpoena designates. The court may direct the witness to produce the designated items in court before trial or before they are to be offered in evidence. When the items arrive, the court may permit the parties and their attorneys to inspect all or part of them.
- b. Quashing or Modifying the Subpoena.** On motion made promptly, the court may quash or modify the subpoena if compliance would be unreasonable or oppressive.
- c. Subpoena for Personal or Confidential Information About a Victim.** After a complaint, indictment, or information is filed, a subpoena requiring the production of personal or confidential information about a victim may be served on a third party only by court order. Before entering the order and unless there are exceptional circumstances, the court must require giving notice to the victim so that the victim can move to quash or modify the subpoena or otherwise object.

2. Service. A marshal, a deputy marshal, or any non-party who is at least 18 years old may serve a subpoena. The server must deliver a copy of the subpoena to the witness and must tender to the witness one day's witness-attendance fee and the legal mileage allowance. The server need not tender the attendance fee or mileage allowance when the United States, a federal officer, or a federal agency has requested the subpoena.

3. Contempt. The court (other than a magistrate judge) may hold in contempt a witness who, without adequate excuse, disobeys a subpoena issued by a federal court in that district.

Subpoena to Testify (Criminal)

A **Subpoena to Testify (Criminal)** is an official court order requiring an individual to appear at a specified time and place to give testimony in a criminal proceeding. This subpoena may also require the individual to bring specified documents, data, or physical evidence necessary for the case.

Failure to comply with a subpoena without legal justification may result in contempt of court charges or other legal consequences. This process ensures that witnesses and evidence essential to the fair administration of justice are available for trial, hearings, or other court proceedings.

The subpoena clearly identifies the person being ordered to appear, the date, time, and courtroom for the appearance, and any additional items the individual must bring with them. It also includes the information of the party requesting the subpoena for follow-up or coordination.

Form Fields:

Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Name	Name of person to whom the subpoena is directed
Place of Appearance	The place the individual must appear at
Courtroom Number	The courtroom the individual must appear at
Date and Time	The date and time of the court event
Discovery to be Brought	The documents, data, or objects required to be brought
Date	The date the subpoena is filed
Signature	The signature of the individual requesting the subpoena
Name and Title	The name and title of the individual requesting the subpoena
Party Type	The party requesting the subpoena
Name	The name of the individual requesting the subpoena

Contact Information	The contact information of the individual requesting the subpoena
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UNITED STATES DISTRICT COURT
for the
STATE OF SAN ANDREAS

United States of America

v.

[redacted])
Case No. [redacted]
[redacted])
[redacted])
Defendant)

SUBPOENA TO TESTIFY AT A HEARING OR TRIAL IN A CRIMINAL CASE

To: [redacted]

YOU ARE COMMANDED to appear in the United States district court at the time, date, and place shown below to testify in this criminal case. When you arrive, you must remain at the court until the judge or a court officer allows you to leave.

Place of Appearance: [redacted]

Courtroom No.: [redacted]

Date and Time: [redacted]

You must also bring with you the following documents, electronically stored information, or objects (*blank if not applicable*):
[redacted]

Date: [redacted]

Signature [redacted]

[redacted]
Name and Title

The name, address, e-mail, and telephone number of the attorney representing (*name of party*) [redacted]

[redacted], who requests this subpoena, are:
[redacted]

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Subpoena to Testify (Civil)

A **Subpoena to Testify (Civil)** is an official court order requiring an individual to appear at a specified time and place to provide testimony in a civil legal proceeding. The subpoena may also require the individual to bring specified documents, records, or physical evidence relevant to the case.

This type of subpoena ensures that necessary witnesses and evidence are available to the court and the parties involved, supporting a fair and complete resolution of the dispute. Failure to comply with a civil subpoena without legal justification may result in contempt of court or other penalties.

The subpoena clearly identifies the person being ordered to appear, the date, time, and location of the court appearance, as well as any additional materials the individual must bring. It also includes the contact information of the requesting party for coordination or questions.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Name	Name of person to whom the subpoena is directed
Place of Appearance	The place the individual must appear at
Courtroom Number	The courtroom the individual must appear at
Date and Time	The date and time of the court event
Discovery to be Brought	The documents, data, or objects required to be brought
Date	The date the subpoena is filed
Signature	The signature of the individual requesting the subpoena
Party Type	The party requesting the subpoena
Contact Information	The contact information of the individual

	requesting the subpoena
--	-------------------------

UNITED STATES DISTRICT COURT

for the

STATE OF SAN ANDREAS

Plaintiff

v.

Defendant

)

)

)

Civil Action No. [redacted]

)

)

SUBPOENA TO APPEAR AND TESTIFY
AT A HEARING OR TRIAL IN A CIVIL ACTION

To: [redacted]

(Name of person to whom this subpoena is directed)

YOU ARE COMMANDED to appear in the United States District Court in the State of San Andreas at the time, date, and place set forth below to testify at a hearing or trial in this civil action. When you arrive, you must remain at the court until the judge or a court officer allows you to leave.

Place: [redacted]

Courtroom No.: [redacted]

Date and Time: [redacted]

You must also bring with you the following documents, electronically stored information, or objects *(leave blank if not applicable)*: [redacted]

If you do not agree with this subpoena you can reach out to the Court and file a motion to get the subpoena dismissed or modified.

COURT

OR

ATTORNEY

Date: [redacted]

[redacted]

[redacted]

Signature of Clerk, Deputy Clerk, or Magistrate

Attorney's signature

The name, address, and Discord Username of the attorney representing *(name of party)* [redacted]
who issues or requests this subpoena, are:

[redacted]

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Substitution of Attorney

A **Substitution of Attorney** is a formal court filing used to officially change the legal representative of a party in an ongoing case. This document notifies the court, all parties, and counsel that the party named is replacing their current attorney with a new attorney of record.

The **Substitution of Attorney** must be signed by the party involved, the former attorney, the new attorney, and the presiding **Judge** to take effect. This ensures that all parties are properly informed of the change in representation and that future court communications, filings, and proceedings are directed to the correct legal counsel.

The substitution may occur for various reasons, including conflicts of interest, attorney unavailability, change of legal strategy, or client preference. Once accepted by the court, the new attorney assumes all responsibilities and duties associated with the case moving forward.

Form Fields:

Plaintiff	The individual, entity, or government body bringing the case
Defendant	The individual, entity, or government body defending against the case
Case Number	The case number assigned to the legal matter
Party Name	The Party that is substituting their Attorney
New Attorney Name	Name of the new attorney
New Attorney Bar Number	Bar number of the new attorney
Old Attorney	Name of the old attorney
Firm Name	Firm name of the new attorney
Discord Username	Discord username of the new attorney
Date	Date of the Signature
Signature of Party	Signature of the party individual. This would be the main Plaintiff or Defendant in the case, not necessarily the Attorney.
Date	Date the former attorney signed
Signature of Former Attorney	Signature of the former attorney

Date	Date the new attorney signed
Signature of New Attorney	Signature of the new attorney
Date	Date the <u>Judge</u> signed
Signature of Judge	Signature of the <u>Judge</u>

UNITED STATES DISTRICT COURT
STATE OF SAN ANDREAS

[Redacted]
Plaintiff(s),

v.

[Redacted]
Defendant(s),

**CONSENT ORDER GRANTING
SUBSTITUTION OF ATTORNEY**

CASE NUMBER: [Redacted]

Notice is hereby given that, subject to approval by the Court, Plaintiff [Redacted] substitutes
(Party(s) Name)
[Redacted], State Bar No. [Redacted] as counsel of record in
(Name of New Attorney)
place of [Redacted].
(Name of Attorney(s) Withdrawing Appearance)

Contact information for new counsel is as follows:

Firm Name: [Redacted]

Discord Username: [Redacted]

I consent to the above substitution.

Date: [Redacted]

[Redacted]
(Signature of Party)

I consent to being substituted.

Date: [Redacted]

[Redacted]
(Signature of Former Attorney)

Check this box if the Former Attorney has Moved Away, been Deported, or is otherwise unable to consent to this Order

I consent to the above substitution.

Date: [Redacted]

[Redacted]
(Signature of New Attorney)

The substitution of attorney is hereby approved and so ORDERED.

Date: [Redacted]

[Redacted]
(Signature of Judge)

[Note: A separate consent order of substitution must be filed by each new attorney wishing to enter an appearance.]

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Supreme Court Order

A **Supreme Court Order** is an official ruling issued by the Supreme Court in response to a case, motion, appeal, or constitutional question brought before it. This order reflects the final decision of the Court and is binding on all lower courts and parties involved.

The **Supreme Court Order** includes the Court's official ruling, the recorded vote of the Justices, and written opinions from both the majority and minority sides, where applicable. The majority decision outlines the legal reasoning supporting the outcome, while the dissenting decision presents any opposing views.

This document serves as the authoritative resolution of the legal matter and may set binding precedent within the jurisdiction. It must be signed by at least one Justice of the **Supreme Court** to be valid.

Form Fields:

Order	The order from the Supreme Court
Vote	The vote of the Supreme Court on the order
Majority Decision	The Supreme Court Justices who are part of the Majority can write a decision in this space
Dissenting Decision	The Supreme Court Justices who are part of the Minority can write a decision in this space
Date	The date the Order is given
Signature	The signature of a Supreme Court Justice giving the order
Printed Name and Title	The printed name and title of the Supreme Court Justice

SUPREME COURT
for the
UNITED STATES of AMERICA
ORDER FROM THE SUPREME COURT

COME NOW, the SUPREME COURT of the UNITED STATES OF AMERICA has ORDERED that:

This order comes by a vote of to

Majority Decision:

Dissenting Decision:

Date:

Signature

Printed Name and Title

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SECTION IV: Criminal Procedure

Criminal procedure refers to the structured legal process through which the justice system addresses alleged violations of the law. The process may include arraignment, pre-trial motions, plea negotiations, trial, and sentencing. Each step is guided by established rules meant to protect the rights of the accused while ensuring the fair administration of justice. The goal of criminal procedure is not only to determine guilt or innocence, but to uphold due process, maintain order, and serve the interests of the community through a lawful and impartial system.

1 - Alleged Crime Occurs

Applicable Documents	None
Who's Involved	<ul style="list-style-type: none">● Police Officers● Civilians● Witnesses
Checklist / Actions Required	<ul style="list-style-type: none">● Officers observe or receive reports of suspicious/criminal activity● Enter preliminary info into MDT/CAD● Preserve the scene (if necessary)● Note any visible or verbal evidence
Outcome / Next Steps	If sufficient grounds exist, the Investigation will begin

The criminal process begins when an alleged violation of the law takes place. This may be anything from a minor infraction to a serious felony. Crimes can be discovered in various ways—through a citizen’s report, an officer’s observation, or the discovery of evidence during an unrelated investigation. Once an incident is believed to have broken the law, it sets the justice system in motion.

At this stage, no formal charges have been filed. The focus is on identifying whether a criminal offense actually occurred, who may be responsible, and whether the evidence supports further legal action. This early phase is crucial, as it lays the groundwork for all proceedings that follow.

During this stage, responding officers should begin entering relevant details into the MDT (Mobile Data Terminal) or CAD (Computer-Aided Dispatch) system if one is present. This includes the type of offense, names of involved parties, locations, and any observations or preliminary evidence. Proper documentation here helps ensure that the investigation is accurate, organized, and ready for review if formal charges are pursued later.

2 - Investigation Begins

Applicable Documents	<ul style="list-style-type: none">● <u>Pre-Filing</u>
Who's Involved	<ul style="list-style-type: none">● <u>Police Officers</u>● Detectives● Witnesses● Victims
Checklist / Actions Required	<ul style="list-style-type: none">● Interview witnesses● Gather physical evidence● Review footage● Photograph and document scene● Maintain Chain of Custody
Outcome / Next Steps	If <u>Probable Cause</u> has been established, the <u>Officer</u> will need to file a Pre-Filing with the <u>District Attorney</u>

Following a reported or observed offense, law enforcement initiates an [Investigation](#). The goal is to gather enough evidence to establish [probable cause](#). Investigative actions may include interviewing witnesses, collecting physical evidence, reviewing surveillance footage, and documenting the scene of the incident.

Throughout this process, [police officers](#) must adhere to legal standards, including respecting individual rights and avoiding unlawful searches or detentions. A well-conducted investigation ensures that cases are built on facts and due process, not assumptions or hearsay. Once enough credible evidence is gathered, the officer prepares to submit a [Pre-Filing](#) to the Court, initiating the formal legal process.

3 - On-Scene Arrest

Applicable Documents	None
Who's Involved	<ul style="list-style-type: none">• Police Officer• Suspect• Defense Attorney (post-arrest)
Checklist / Actions Required	<ul style="list-style-type: none">• Establish Probable Cause• Arrest suspect• Read Miranda Rights• Transport to Station• Begin Pre-Filing
Outcome / Next Steps	Once the suspect is in custody, the Officer must file the Pre-Filing to proceed.

An arrest may be made **without an [Arrest Warrant](#)** when a law enforcement officer has **[Probable Cause](#)** to believe a crime has been committed and the suspect is responsible—based on the officer’s direct observations or real-time interaction with the suspect. This includes arrests made during traffic stops, routine patrols, emergency calls, or while witnessing criminal activity such as assault, theft, or driving under the influence.

Once **[Probable Cause](#)** is established, the officer is authorized to make an arrest immediately. Once the individual is in police custody, the officer must:

- Clearly inform the individual of the charges being brought against them
- Advise them of their **Miranda Rights**, and offer them the opportunity to answer questions if they would like to
- Bring the **Defendant** to the police station or designated holding area

If the individual invokes their right to legal counsel, questioning must cease until an attorney is present. If the individual cannot afford a private attorney or declines to hire one, a **[Public Defender](#)** will be provided.

After being taken into custody, the officer must complete and submit a sworn **[Affidavit](#)** to the Court **within the amount of time specified in the [Constitution](#)**. This document outlines the circumstances of the arrest, the evidence collected, and the justification for the charges. The case cannot proceed further until this **[Affidavit](#)** has been filed and accepted by the Court.

This process ensures that all on-scene arrests are grounded in clear, documented evidence while preserving the constitutional rights of the accused.

4 - Pre-Filing Submission

Applicable Documents	<ul style="list-style-type: none">• Pre-Filing• Arrest Warrant
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Following the arrest, the officer must complete and submit a [Pre-Filing](#) to the [District Attorney](#). This statement outlines the facts of the incident, the evidence collected, and the justification for the arrest. The [Pre-Filing](#) is what the [District Attorney](#) will use to determine if they have enough evidence to bring about a case against the [Defendant](#). It is imperative that this [Pre-Filing](#) is filed with the [District Attorney](#) as soon as possible, as they have very limited time to file a [Criminal Complaint](#) before the charges are dropped automatically.

The [District Attorney \(DA\)](#) reviews the [Pre-Filing](#) to determine whether the charges should move forward. If the [District Attorney](#) agrees, they officially file the charges with the Court (see [Prosecutorial Review](#)) allowing the case to proceed. This step ensures that all arrests are supported by factual evidence and due process, preventing arbitrary or baseless prosecutions.

***Roleplay Tip:** I've seen some communities **not require Police Officers** to file a [Pre-Filing](#) or [Criminal Complaints](#) when the [Defendant](#) pleads Guilty. This cuts down on the amount of paperwork for officers and helps to get them back into the field quicker. You could make an [Amendment](#) to the [Constitution](#) that does this if you wanted to.*

5 - Guilty Plea

Applicable Documents	None
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If the [Defendant](#) chooses to **plead guilty** after being informed of the charges, the case moves directly toward resolution. Before the plea is officially entered, the [Defense Attorney](#) and a **high-ranking officer or the District Attorney** may engage in **plea negotiations**. This allows both sides to discuss the severity of the charges, weigh mitigating factors, and potentially agree to reduced or alternative charges in exchange for the [Defendant's](#) admission of guilt.

Once an agreement is reached between the [Defense](#) and the [Prosecution](#), it is **executed immediately**—no further court approval is required. The case is considered **resolved and dismissed**, with the agreed-upon charges and conviction formally recorded.

While the **arresting officer or District Attorney** has discretion over which charges are brought or dropped during negotiations, they **cannot alter court-recommended sentence durations or fines** tied to specific offenses (*see C.C. 302*).

A guilty plea under this process results in a **conviction** and application of the appropriate penalty as defined in the system. Once accepted, the plea is final and becomes part of the defendant's record.

6 - Not Guilty Plea

Applicable Documents	None
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If the **Defendant** **pleads not guilty**, the case proceeds into formal **pre-trial and trial phases**. This plea asserts that the defendant either denies the charges or contests the facts, and it invokes their **right to a fair and impartial trial**. The court will schedule additional proceedings, including discovery, motion hearings, and ultimately a trial before a **Judge** or **Jury**, depending on the severity and nature of the case.

Upon entering a not guilty plea, the **Defendant** **has the right to a Bond Hearing**, where the Court will determine whether the individual may be released from custody while awaiting trial. If the **Defendant** is **not** representing themselves, this hearing **must** be conducted with the **Defense Attorney** **present**, ensuring the accused has proper legal representation.

Throughout the pre-trial phase, both the **District Attorney** and the **Defense Attorney** prepare their cases—gathering evidence, interviewing witnesses, and filing any necessary motions. The burden of proof lies solely with the **Prosecution**, who must establish the **Defendant's** guilt **beyond a reasonable doubt** through credible evidence and lawful courtroom procedure.

7 - Eligible for Bond

Applicable Documents	None
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For **Defendants** who are **eligible for bond**, a formal **Bond Hearing** is scheduled. The **Defendant** is held in custody until the hearing occurs.

8 - Ineligible for Bond

Applicable Documents	None
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If the [**Defendant**](#) has committed a crime that is **designated as ineligible for bond**, such as a [**HUT**](#) charge, they will be held in **court custody** until their trial or until the Court issues a ruling to the contrary and no [**Bond Hearing**](#) is necessary. This policy applies to serious offenses where release may pose a significant risk to public safety or the integrity of the judicial process.

9 - Bond Hearing

Applicable Documents	<ul style="list-style-type: none">• Bond Order• Bail Agreement
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During this hearing, both the [**Prosecution**](#) and the [**Defense**](#) have the opportunity to present their arguments before the Court. The [**Prosecution**](#) advocates for either denial of bond or the setting of conditions to ensure public safety and court appearance, while the [**Defense**](#) argues for the [**Defendant's**](#) release, highlighting factors such as community ties, employment, and likelihood to appear in court.

Some things to note about [**Bond Hearings**](#):

- If an individual pleads Not Guilty, they are entitled to a bail set at 150% of the fine amount, or they have the option to serve time before their court date for charges that are not classified as [**Hold Until Trial**](#).
- A bail must be approved by an authorized official which includes any [**Judge**](#), [**District Attorney**](#), or member of the Attorney General's Office. If neither are available, then a high-ranking [**Police Officer**](#) may consider bail.
- Prior to issuing bail, the person who is being bonded out must read and agree to all the terms found in the [**Bail Agreement**](#). **They must sign the form and return it to the Court.**
- Payment can be made either directly from the [**Defendant**](#) to the person authorizing the bail, transferring via bank transfer, or having someone pay the bail on behalf of the [**Defendant**](#).
- The person who authorized the bail must document that the bail was issued in the Police MDT/CAD

After considering both sides, the [**Judge**](#) makes a determination regarding bond. Bond may be set in several forms, including:

- **Own Recognizance (OR):** The defendant is released without posting money but agrees to appear at all future court dates.
- **Monetary Bond:** A specific cash amount is set, which the defendant or a surety must pay to secure release.

If the **Defendant** is unable to meet the monetary bond, they may offer **property as collateral** to the Court. The property is held as security until the **Defendant** fulfills their court obligations or the case concludes. This alternative provides additional flexibility while ensuring the **Defendant's** incentive to comply with court requirements.

If the **Defendant** is **Denied Bond**, they will remain in custody until the Court rules otherwise. This ensures that those who pose a flight risk or threat to public safety are securely held while maintaining the **Defendant's** right to challenge the charges brought against them.

The **Bond Hearing** is a critical step in balancing the rights of the accused with the interests of justice and community safety. Proper advocacy by both parties ensures that the Court can make a fair and informed decision.

10 - Defendant Posts Bail

Applicable Documents	• Bail Agreement
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Once bond is set by the Court, the **Defendant**, or a third party, may post bail to secure the **Defendant's** release from custody pending further court proceedings. Posting bail involves providing the **full amount** of the monetary bond or presenting approved property as collateral to the Court or authorized law enforcement officials. The **Defendant** can **only** post bail if bail has been set by the Court. **Defendant's** who were denied bail or had their bail forfeited, cannot post bail again.

Upon receipt of bail, the **Defendant** is released **immediately** under the conditions set by the Court, which may include regular check-ins, travel restrictions, or other requirements designed to ensure their appearance at future court dates.

If the **Defendant** or surety fails to meet any of these conditions or does not appear in court as scheduled, the bond may be **forfeited**, resulting in the **Defendant's** return to custody and the initiation of an [**Arrest Warrant**](#).

Posting bail provides a balance between protecting public safety and respecting the presumption of innocence, allowing defendants to maintain their freedom while awaiting trial under legally binding conditions.

11 - Prosecutorial Review

Applicable Documents	<ul style="list-style-type: none">• Criminal Complaint• Affidavit
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After a [Defendant](#) has been arrested, processed, and (if eligible) released on bond, the case moves into the **review phase** led by the [District Attorney \(DA\)](#) or a high-ranking law enforcement official acting as the prosecuting authority. At this point, the [Prosecution](#) must decide whether to formally pursue the charges based on the evidence submitted—most commonly through the initial [Pre-Filing](#) filed by the arresting officer.

Working closely with the [Defense Attorney](#) (if one is retained or appointed), the [Prosecution](#) reviews the strength of the case, the credibility of witnesses, and the seriousness of the alleged offense. The Defense may also present early arguments or mitigating information during this time in hopes of avoiding further legal escalation.

The [Prosecution](#) has two options at this stage:

- **Pursue the Case:** If sufficient evidence exists to proceed, the [Prosecution](#) must file a formal [Criminal Complaint](#) with the Court within **24 hours** of the defendant's arrest or custody status. The Complaint outlines the charges being pursued and serves as the official notification that the State intends to prosecute. Once filed, the Court will schedule a [Probable Cause Hearing](#) to determine whether the charges have a legal basis to move forward.
- **Drop the Case:** If the [Prosecution](#) chooses not to pursue charges, or fails to file a [Criminal Complaint](#) within **24 hours** of the [Defendant's](#) arrest, the case is considered abandoned. At that point, the **charges are automatically dropped** (see [21 - Case Dismissed](#)), and the [Defendant](#) is either **released from custody** (if detained) or cleared of all further legal obligations related to the case. This ensures timely due process and prevents individuals from being held without cause.

This step ensures that only viable cases proceed into trial preparation, protecting both judicial resources and the [Defendant's](#) rights.

12 - Probable Cause Hearing

Applicable Documents	• Affidavit
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Once the [Prosecution](#) files a [Criminal Complaint](#), the case proceeds to a [Probable Cause Hearing](#)—a preliminary legal proceeding designed to determine whether the criminal charges have a factual and legal basis to move forward. This is not a trial; it is a checkpoint to ensure that the State's case is grounded in credible evidence.

During the hearing, the [Prosecution](#) presents the [Affidavit](#) and any supporting evidence gathered through investigation, including witness testimony, physical evidence, or other exhibits. The [Defense Attorney](#) has the right to challenge the evidence, cross-examine witnesses, and argue that the case lacks sufficient cause to proceed. However, the standard at this stage is lower than at trial: the Court is not deciding guilt or innocence—only whether there is reasonable cause to believe a crime was committed and the defendant may be responsible.

If the [Judge](#) determines that [probable cause exists](#), the case is [bound over for trial](#) and officially enters the [Trial Phase](#). If the Court finds the evidence insufficient, the charges may be dismissed entirely, and the [Defendant](#) is [released](#) from any further obligations related to the case.

At the close of the hearing, should the case remain active, the [Judge](#) is required to set a date for either the [next scheduled Court Hearing](#) (such as a [Pre-Trial Conference](#) or motion hearing) or the [trial itself](#), depending on the complexity and readiness of the case. This ensures timely movement through the justice system and gives all parties clarity on what comes next.

13 - Charges Dropped

If the [Prosecution](#) fails to file a [Criminal Complaint](#) within the [Reasonable Holding Time](#) of the [Defendant's](#) arrest or custody status, the charges are considered [dropped by default](#). This automatic dismissal protects the rights of the accused and prevents individuals from being held or restricted without timely legal action.

Once charges are dropped, the case is considered closed. The [Defendant is immediately released from custody](#) (if detained) and is no longer subject to court proceedings or supervision related to the incident. No further motions or hearings are required unless new evidence emerges and the case is reopened under lawful procedure.

This step ensures the justice system respects due process, deters unwarranted detention, and holds the [Prosecution](#) accountable for acting within a fair and reasonable timeframe.

14 - Motion and Subpoena Period

Applicable Documents	<ul style="list-style-type: none">• <u>Affidavit</u>• <u>Request for Arrest Warrant</u>
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Once the case has passed the [Probable Cause Hearing](#) and is bound for trial, it enters the [Motion and Subpoena Period](#)—a critical phase of pre-trial litigation where both the Defense and the [Prosecution](#) prepare their cases for court. During this time, each side may file various motions to shape the scope and direction of the trial.

Common motions include requests to suppress evidence, dismiss charges, compel discovery, or exclude witness testimony. These motions are designed to challenge the legality, relevance, or admissibility of evidence and to clarify procedural issues. The Court may schedule one or more hearings during this period to rule on these motions, providing both parties an opportunity to argue their positions.

Simultaneously, subpoenas may be issued to compel the appearance of witnesses, production of documents, or submission of other evidence critical to the case. Both parties work to identify and secure necessary testimony and materials to build a strong case or defense.

The [Motion and Subpoena Period](#) is essential for ensuring a fair trial by narrowing disputed issues, enforcing legal standards, and allowing the court to manage the flow of evidence. This phase may involve multiple hearings and ongoing negotiation, with the overall goal of resolving as many pre-trial matters as possible before trial day.

Effective advocacy and thorough preparation during this stage help streamline the trial process and uphold the rights of all parties involved.

15 - Court Hearing

Applicable Documents	<ul style="list-style-type: none">• <u>Notice of Hearing</u>
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If the Court determines that a formal hearing is necessary to resolve outstanding issues—such as motions filed by either party or disputes over evidence and procedure—a [Court Hearing](#) will be scheduled. This hearing provides both the [Defense](#) and [Prosecution](#) the opportunity to present arguments directly before the [Judge](#), who will make rulings that guide the ongoing case.

To officially notify all parties, the **Judge** files a **Notice of Hearing** with the Court. This document details the date, time, and purpose of the hearing, ensuring that both sides have adequate notice and preparation time. Proper notification upholds fairness and due process in the legal proceedings.

Following the **Court Hearing**, the case typically returns to the **Motion and Subpoena Period**, where further preparation and argumentation occur based on the **Judge's** rulings. This cycle continues as needed until the case is ready to move toward trial or resolution.

16 - Pre-Trial Conference

The **Pre-Trial Conference** marks the official transition out of the **Motion and Subpoena Period** and signals that the case is nearing readiness for trial. Either the **Defense** or the **Prosecution** may file a request for a **Pre-Trial Conference** once they believe all necessary actions have been addressed and the case is prepared to move forward.

If the opposing party objects to holding the **Pre-Trial Conference** at that time, the **Judge** will review the objection and make a determination. Should the **Judge** decide that the case is not yet ready, they will deny the request, and the matter will return to the **Motion and Subpoena Period** for further preparation. If the **Judge** finds the request appropriate, they will grant the conference and set a trial date accordingly.

The **Pre-Trial Conference** also serves as the deadline for the defendant to waive their right to a **Trial by Jury**. At this time, both parties will be informed whether the upcoming trial will be a **Bench Trial** (heard solely by the **Judge**) or a **Jury Trial**. This ensures clarity for all involved and allows the **Defense** and **Prosecution** to plan their strategies accordingly.

***Roleplay Tip:** In some communities, the **Pre-Trial Conference** rule has been modified to disallow **Jury Trials** altogether. This is a practical adjustment, especially considering that some roleplayers have a tendency to deliver Not Guilty verdicts - even in cases involving clear and serious offenses.*

To enhance roleplay and facilitate smooth scheduling, the **Judge** actively communicates with both parties to coordinate the **Pre-Trial Conference** and trial dates based on their availability. This interaction ensures fairness and promotes collaboration, allowing all participants to adequately prepare and engage fully in the upcoming trial.

The **Pre-Trial Conference** serves as a crucial milestone, providing an opportunity to clarify outstanding issues, confirm trial readiness, set the trial type, and solidify scheduling — all of which set the stage for an efficient and effective trial.

17 - Jury Selection



Jury Selection is the process of choosing an impartial jury to hear a case during a jury trial. This occurs only if the defendant has not waived their right to a jury trial at the [Pre-Trial Conference](#) and the case proceeds with a jury.

Jury Selection is managed and supervised by the [Supreme Court](#), who have final authority over how jurors are chosen and assigned.

There are two methods by which [Jury Selection](#) could take place:

1. **Voluntary Sign-Up and In-Court Selection:**

Players who wish to serve as jurors sign up beforehand and are brought to court when [Jury Selection](#) occurs. From this pool, the [Jury](#) is selected through a process involving questioning and challenges, supervised by the [Supreme Court](#) officials.

2. **Voluntary Sign-Up and Random Selection:**

Players sign up to be jurors, and the [Supreme Court](#) randomly selects jurors from this pool without an in-court questioning process. The randomly selected players then form the [Jury](#).

In both methods, participation requires prior sign-up, and only those selected become jurors for the trial. The [Supreme Court](#) ensures that the [Jury](#) is impartial, fair, and representative, maintaining the integrity and roleplay quality of the trial.

18 - Trial by Jury



A [**Trial by Jury**](#) is the formal courtroom proceeding in which the facts of the case are presented before a selected jury of citizens who are tasked with determining the [**Defendant's**](#) guilt or innocence. This trial format is only used when the defendant has not waived their right to a [**Jury**](#) and a [**Jury**](#) has been properly selected through the approved process.

The trial is presided over by the [**Judge**](#), who ensures courtroom procedure is followed, rules on objections, and instructs the [**Jury**](#) on how to apply the law. The [**District Attorney**](#) presents the case for the State, laying out evidence, calling witnesses, and arguing for a conviction. The [**Defense Attorney**](#) represents the [**Defendant**](#), challenging the [**Prosecution's**](#) claims, cross-examining witnesses, and presenting their own evidence and arguments in defense.

Throughout the trial, the [**Jury must remain impartial**](#), basing their final decision solely on the evidence and testimony presented in court. The [**Judge**](#) will give jury instructions at the end of the trial, summarizing the laws that apply to the case and the standard of "**beyond a reasonable doubt**" the [**Prosecution**](#) must meet.

19 - Bench Trial

A **Bench Trial** is a formal courtroom proceeding in which the **Judge** serves as the sole fact-finder, determining both the admissibility of evidence and the final verdict. This type of trial occurs only when the **defendant has waived their right to a trial by jury**—a decision that must be made before or during the [**Pre-Trial Conference**](#).

During a **Bench Trial**, the **District Attorney** presents the case on behalf of the State, including evidence, witness testimony, and legal arguments to prove the **Defendant's** guilt beyond a reasonable doubt. The **Defense Attorney** challenges the **Prosecution's** claims, cross-examines witnesses, and may introduce counter-evidence or arguments in support of the **Defendant's** innocence.

The **Judge** presides over every aspect of the proceeding—ensuring fair process, ruling on legal motions and objections, and ultimately deciding the outcome based on the facts and the law. Unlike a **Jury Trial**, there is no need for jury instructions or deliberation; the **Judge** may render a **verdict immediately following closing arguments** or after a short recess for review.

Bench Trials are often used in cases involving legal technicalities, simplified factual disputes, or when both parties agree that a quicker, more streamlined process is appropriate.

20 - Verdict

At the conclusion of the trial, a final determination of guilt or innocence must be made based on the evidence and arguments presented in court.

In a **Jury Trial**, the jury is dismissed to deliberate privately. They must reach a **unanimous decision** to return a valid verdict—either “**Guilty**” or “**Not Guilty**.**”** Once a decision is reached, they return to the courtroom and deliver the verdict publicly. If the **Jury** cannot agree after extended deliberation, the **Judge** may declare a **mistrial** or let the **Jury** continue deliberating. In instances of a mistrial, the **Prosecution** may choose to retry the case or dismiss it, depending on the severity of the charges and the circumstances involved.

In a **Bench Trial**, where the **Defendant** has waived their right to a **Jury**, the **Judge alone** is responsible for deciding the outcome. After hearing all testimony, reviewing the evidence, and considering the legal arguments from both sides, the **Judge** delivers the verdict directly to the court.

Whether determined by a [Jury](#) or a [Judge](#), the verdict represents the legal resolution of the case. A “**Guilty**” verdict proceeds immediately to sentencing, while a “**Not Guilty**” verdict results in the immediate [release of the Defendant](#) and dismissal of all charges related to the case.

This step concludes the core of the trial process and underscores the importance of a fair and impartial decision grounded in facts and law.

21 - Case Dismissed / On-Hold

Although uncommon, a case may be dismissed during the [Motion and Subpoena Period](#) due to unforeseen circumstances. Examples include situations where the [Defendant](#) has been [Deported](#), has [Moved Away](#), or when other procedural or legal issues arise that make continuation impossible.

In cases where the [Defendant](#) has been [Deported](#) or [Moved Away](#), the matter is placed on hold and may be [reopened](#) in the future if the individual returns and can be located. However, if a [Judge](#) dismisses the case for legal or procedural reasons, it is considered **permanently closed** and may **not be refiled** against the same [Defendant](#) for the same incident.

This process ensures that inactive or unresolved matters do not clutter the judicial system, while still preserving fairness and due process for all parties involved.

Recovery of Bail Money

If you bond out and the case is later Dismissed, you are entitled to recover your bail money from the Court. There is **no recovery** for time served. According to the [Constitution](#) the [Police](#) are *legally* allowed to hold you for **up to** an allowable amount of time without appearing before a [Judge](#).

22 - Request for Arrest Warrant

If a crime is reported or discovered during an investigation, an officer must complete a sworn [Affidavit](#) detailing the incident, evidence, and the individual suspected of committing the offense. This [Affidavit](#) is submitted to the Court along with a [Request for Arrest Warrant](#). A [Judge](#) reviews the [Affidavit](#) to determine whether [probable cause](#) exists. If approved, an [Arrest Warrant](#) is signed and becomes an official order authorizing officers to locate and detain the suspect. This is the most common method for arrests made after an investigation.

23 - Arrest

Once an **Arrest Warrant** has been signed by a **Judge**, **law enforcement officers** are authorized to carry out the arrest of the named suspect. This step formally initiates the **Defendant's** entry into the justice system through the enforcement of a lawful court order.

The assigned officer locates and detains the **Defendant** in accordance with the details of the signed **Arrest Warrant**. Arrests may occur at the **Defendant's** residence, workplace, or in public. Officers must exercise caution, follow all use-of-force protocols, and prioritize public safety during the arrest.

After being **detained**, the **Defendant** is transported to the nearest jail or police holding facility. There, they are placed in a secure cell and officially processed into custody. This includes recording the arrest, logging evidence (if applicable), and notifying the Court of the arrest's execution.

Upon arrest, the officer is required to inform the **Defendant** of the following:

- The specific **charges** they are being arrested for
- Their **Miranda Rights**, including the right to remain silent and the right to an attorney
- Their right to have a court-appointed lawyer if they cannot afford one

No further questioning may occur unless the defendant waives their rights or has legal counsel present.

Once processed and advised of their rights, the **Defendant** is given the opportunity to enter a plea—either **Guilty** or **Not Guilty**—during their initial interaction with legal counsel and the Court. This decision will determine whether the case proceeds to **trial preparation** or moves directly to **resolution through plea negotiations**.

24 - Case Complete

The final step in the criminal procedure is the formal closure of the case. A case is considered complete once a verdict has been rendered—whether by jury or judge—and any necessary sentencing has been carried out. At this point, all legal matters concerning the incident have been resolved, and the **Defendant's** obligations to the court are either concluded or clearly defined, such as through probation or community service.

Once the Judge signs the final judgment, the Court officially records the outcome and issues any post-trial orders. These may include restitution to victims, incarceration terms, fines, probation details, or dismissal of charges, depending on the verdict and sentencing.

If the **Defendant** was found **Not Guilty**, they are released from all court supervision and the matter is fully closed with no record of conviction.

If the **Defendant** was found **Guilty**, the conviction becomes part of their record and the sentence begins immediately, unless delayed by appeal or post-trial motion.

The Court then updates all case files and archives the matter as **Case Complete**. This designation signals to law enforcement, attorneys, and administrative personnel that no further action is required unless new legal developments arise.

*For roleplay purposes, this also marks the end of active gameplay for that particular case. The outcome should be respected by all parties, and the community may now reference the result as part of the **Defendant's** in-character legal history.*

25 - Arrest Warrant Denied

If the Court determines that the evidence presented in the sworn **Affidavit** does not meet the required threshold for **probable cause**, the **Judge** may deny the request for an Arrest Warrant. This decision means that law enforcement is not legally authorized to detain the individual named in the **Affidavit** at this time.

When a warrant is denied, the Judge must complete and file an **Arrest Warrant Denied** form with the Prosecutor's Office. Though not required, this form may outline the reason(s) for denial, which could include things such as insufficient evidence, procedural errors in the **Affidavit**, lack of clarity regarding the suspect's involvement, or constitutional concerns regarding the manner in which the evidence was obtained.

Upon receiving the denial, the Prosecutor and arresting officer may take one of several actions:

- **Revise and Resubmit:** If the issues are procedural or related to missing details, law enforcement may collect additional evidence, clarify the existing **Affidavit**, and submit a new request for an Arrest Warrant.
- **Continue the Investigation:** If **probable cause** has not yet been established, the case may require further investigation before it can proceed legally.
- **Decline to Pursue:** In cases where the evidence is too weak or problematic to correct, the Prosecutor may choose to drop the matter entirely.

This step ensures that no arrest can occur without a lawful and justified basis, upholding the rights of individuals and reinforcing the importance of due process. It also holds law enforcement and prosecutors to a high standard of professionalism, requiring them to thoroughly document and substantiate their claims before a person's liberty can be restricted.

26 - Arrest Warrant

If the [**Request for Arrest Warrant**](#) is approved, an [**Arrest Warrant**](#) is signed by a Judge and sent to the [**Prosecution**](#). This becomes an official order authorizing officers to locate and detain the suspect. This is the most common method for arrests made after an investigation.

SECTION V: Civil Procedure

Civil Procedure refers to the structured legal process used to resolve non-criminal disputes between individuals, businesses, or organizations. Unlike criminal cases, where the government prosecutes alleged violations of the law, civil cases involve private parties seeking remedies for perceived wrongs such as breach of contract, property disputes, personal injury, or defamation.

Civil law focuses on compensating the injured party rather than punishing the wrongdoer. Common outcomes include monetary damages, court orders, or declarations of legal rights. Each step of the civil process is designed to promote fairness, efficiency, and access to justice, ensuring that all parties have an equal opportunity to present their case and obtain a resolution through the Court system.

The following steps outline the typical stages of a civil case, from initial complaint to final judgment.

27 - Civil Complaint

A civil case begins when the [Plaintiff](#) files a [Civil Complaint](#) with the Court. This document outlines the nature of the dispute, the facts supporting the claim, and the specific remedy the [Plaintiff](#) seeks—whether financial compensation, injunctive relief, or declaratory judgment. Once the [Civil Complaint](#) is filed, the case is formally opened, and the [Defendant](#) is identified.

28 - Appearance by Plaintiff

After filing the [Civil Complaint](#), the [Plaintiff](#) must submit an [Appearance of Counsel](#) to officially notify the Court and all parties of their intent to participate in the case. This step affirms the [Plaintiff's](#) readiness to move forward and provides contact information for case communication.

Failure to file these forms may result in the dismissal of the [Complaint](#) for inactivity.

29 - Civil Service

The Plaintiff is responsible for ensuring that the [Defendant](#) is properly notified of the lawsuit via the [Federal Rules of Procedure](#). This means delivering a copy of the [Civil Complaint](#), [Appearance of Counsel](#), and any other required documents to the [Defendant](#) in a legally recognized manner.

Once service is completed, the [Plaintiff](#) must file a [Proof of Service](#) form with the Court. This confirms that the [Defendant](#) has been made aware of the legal action and triggers the timeline for the [Defendant's](#) response.

30 - Defense Appearance

Upon receiving service, the [Defendant](#) must file their own [Appearance of Counsel](#) to acknowledge the lawsuit and indicate their intention to respond. Failure to appear may result in a [Default Judgment](#) against them (*see [31] - Default Judgment*).

31 - Default Judgment

If the [Defendant](#) fails to file an [Appearance of Counsel](#) or respond within the Court's required timeframe, the [Plaintiff](#) may file a [Motion for Default Judgment](#).

If granted, the Court may award the [Plaintiff](#) the relief requested in their [Civil Complaint](#) without further proceedings. This ensures that unresponsive [Defendants](#) do not delay or avoid justice.

The Court retains discretion to deny [Default Judgments](#) in cases where fairness requires further review.

32 - Civil Motion and Subpoena Period

Once both parties have appeared, the case enters the [**Civil Motion and Subpoena Period**](#).

During this phase, either side may file motions to resolve preliminary legal issues, request evidence, or compel witness testimony.

Common motions include [**Motion to Dismiss**](#), compel discovery, or exclude evidence.

Subpoenas may be issued to secure the appearance of witnesses or the production of documents.

This phase is essential for building each side's case and narrowing the scope of the dispute before trial.

33 - Motion for Pre-Trial Conference (Civil)

When both parties believe that pre-trial matters are resolved, either side may file a [**Motion for Pre-Trial Conference \(Civil\)**](#). This motion signals to the Court that the case is ready for trial scheduling.

The Judge reviews the motion and, if granted, sets a conference to finalize trial preparations. If denied, the matter remains in the Motion and Subpoena Period until the case is deemed ready.

34 - Motion to Dismiss

At any point before trial, the [**Defendant**](#) (or occasionally the [**Plaintiff**](#)) may file a [**Motion to Dismiss**](#). Grounds for dismissal include lack of legal basis, jurisdictional issues, or procedural defects.

The Court may grant or deny the motion based on the arguments presented. If granted, the case is dismissed and closed. If denied, the case proceeds toward trial.

35 - Pre-Trial Conference (Civil)

The [**Pre-Trial Conference \(Civil\)**](#) allows the [**Judge**](#), [**Plaintiff**](#), and the [**Defendant**](#) to review outstanding issues, finalize witness lists, set trial dates, and address any final motions.

This conference ensures that the trial proceeds smoothly and that both sides are adequately prepared.

The [**Judge**](#) may also encourage settlement discussions or alternative dispute resolution at this stage.

36 - Case Dismissed (Civil)

A civil case may be dismissed at various stages of litigation and for several different reasons. Dismissal formally ends the case, either temporarily or permanently, depending on the terms.

Types of Civil Dismissal

1. Voluntary Dismissal by Plaintiff:

The **Plaintiff** may choose to withdraw their case at any time **before a final judgment is entered**. This can occur for strategic reasons, settlement, or a change in circumstances. In most jurisdictions, the first voluntary dismissal may be made without prejudice, meaning the **Plaintiff** may refile the case at a later time.

2. Mutual Agreement (**Stipulated Dismissal**):

Both parties may agree to dismiss the case, often after a settlement has been reached outside of court. This is usually filed as a **Stipulated Dismissal** and may or may not include terms such as confidentiality, monetary settlement, or other conditions.

3. Dismissal by Court Order:

A **Judge** may dismiss a civil case **on their own motion** (*sua sponte*) or in response to a motion by one of the parties (usually the **Defendant**). This can happen for several reasons, including:

- Failure to state a claim upon which relief can be granted
- Lack of jurisdiction
- Failure to prosecute (e.g., **Plaintiff** misses deadlines or court dates)
- Violation of court rules or orders

Effect of Dismissal

- The case is marked “Closed” in the court docket.
- Any pending motions or scheduled hearings are canceled.
- In cases of **Stipulated Dismissal**, the settlement agreement may be enforceable as a separate contract.
- If dismissal was based on procedural issues, the **Plaintiff** may choose to revise and refile the complaint.

Form Usage

To dismiss a civil case, one of the following forms may be used:

- **Notice of Voluntary Dismissal**
- **Stipulated Dismissal**
- **Motion to Dismiss**
- **Order of Dismissal** (issued by the Court)

37 - Trial By Jury (Civil)

If either party requests a **Trial by Jury (Civil)** and the **Judge** approves, the case proceeds to a **Trial by Jury (Civil)**. A panel of citizens hears the evidence, deliberates, and renders a verdict on liability and, if applicable, damages. The **Jury** must base its decision solely on the evidence presented and the legal instructions given by the **Judge**.

38 - Bench Trial (Civil)

If neither party requests a **Trial by Jury (Civil)**—or if both sides agree—the case proceeds to a **Bench Trial (Civil)**. In this setting, the **Judge** alone determines the facts, applies the law, and issues a ruling.

Bench Trials (Civil) are often faster and more streamlined, making them suitable for less complex disputes or where both parties prefer judicial resolution without a **Jury**.

SECTION VI: Definitions

Affirmative Defenses

Affirmative Defenses are legal reasons presented by a **Defendant** explaining why they should not be held liable, even if the allegations against them are true. These defenses admit the basic facts but argue that there is a valid legal justification or excuse that prevents liability (e.g., self-defense, consent, necessity).

Bail

Bail is the temporary release of a **Defendant** before trial, usually in exchange for money or conditions that guarantee the **Defendant's** return to court. **Bail** ensures the **Defendant's** freedom while protecting public safety and the integrity of the court process.

Civil Code

The **Civil Code** is the set of laws that govern non-criminal matters, such as disputes between individuals or organizations. It covers areas like contracts, property, family law, and torts (personal injury). Civil cases typically involve lawsuits for money damages or court orders rather than criminal penalties.

Complaint

[Description Here]

Constitution

[Description Here]

Counterclaim

[Description Here]

Criminal Code

The **Criminal Code** is the body of laws that define criminal offenses and prescribe punishments for those offenses. It covers everything from minor infractions to serious felonies, ensuring public safety and order through enforcement by law enforcement officers and the courts. All codes in the **Criminal Code** begin with *C.C.*

Defendant

A **Defendant** is someone who is defending themselves, or their business, from a lawsuit. This lawsuit can be a criminal lawsuit or it can be a civil lawsuit.

Defense

The [**Defense**](#) is the side in a legal case that represents the person accused of a crime or the party being sued in a civil matter. The [**Defense's**](#) role is to challenge the evidence and arguments presented by the [**Prosecution**](#) or [**Plaintiff**](#), protect the rights of the accused, and present legal or factual reasons why the accused should not be found guilty or liable.

The [**Defense**](#) may argue for innocence, raise legal defenses, question the validity of the [**Prosecution's**](#) case, or negotiate for reduced charges or penalties. In criminal cases, the [**Defense's**](#) ultimate goal is to prevent a conviction or minimize punishment.

Default Judgment

A [**Default Judgment**](#) occurs when one party in a lawsuit fails to take necessary action, such as responding to a [**Civil Complaint**](#) or appearing in court. As a result, the court may automatically rule in favor of the other party without a trial.

Deported

Someone is [**Deported**](#) when they are removed from the roleplaying community. This deportation can be for a limited time or it can be forever. Deportation is governed by the [**Supreme Court only**](#).

Detained

A person is [**Detained**](#) when law enforcement temporarily restricts their freedom because they have [**Reasonable Suspicion**](#) that the person is involved in criminal activity. Being [**Detained**](#) is not the same as arrest; it is meant to be brief while officers investigate further.

Dismissal With Prejudice

The case is dismissed permanently. The [**Plaintiff**](#) cannot refile the same claim. This often occurs when the [**Judge**](#) finds the claim legally insufficient or if the [**Plaintiff**](#) has abused the legal process.

Dismissal Without Prejudice

The case is dismissed temporarily or procedurally. The [**Plaintiff**](#) is allowed to refile the case at a later time, provided it's within the statute of limitations and under proper conditions.

Hold Until Trial Charges

Hold Until Trial Charges refer to criminal charges that are so serious, or involve such risks (like danger to the community or risk of fleeing), that the court orders the **Defendant** to remain in custody without bail until the trial is completed.

Federal Rules of Procedure

The **Federal Rules of Procedure** govern the proper handling of subpoenas, service, and compliance in federal legal proceedings. These rules ensure fairness, protect rights, and provide clear guidelines for both parties and the courts.

Moved Away

A citizen is declared **Moved Away** if they have voluntarily left the roleplaying community or are unable to be reached for a significant amount of time. A citizen can **only** be declared **Moved Away** by the **Supreme Court**.

Perjury

Perjury is the criminal offense of lying under oath during a legal proceeding. It is considered a serious crime because it undermines the integrity of the justice system.

Plaintiff

A **Plaintiff** is the person, business, or government body that initiates a lawsuit by filing a legal complaint against another party (the **Defendant**). The **Plaintiff** seeks relief, such as damages or court orders, from the court.

Probable Cause

Probable Cause means you have enough facts and evidence to believe that a **crime has been, is being, or will be committed**, and that the **person or place is connected to the crime**.

It is more than suspicion—it's the legal threshold for making arrests, conducting searches, or obtaining warrants.

Examples Include:

- You see someone actively breaking into a car

- You see drugs or weapons in a vehicle during a lawful stop in plain view
- A victim identifies the subject or there is video evidence of the crime

 **What it Allows:**

- Making an arrest
- Conducting a full search of a person, vehicle, or property without consent (depending on circumstances)

Prosecution

The **Prosecution** is the legal party responsible for bringing criminal charges against a **Defendant** on behalf of the government. Prosecutors present evidence and arguments in court to prove the **Defendant's** guilt beyond a reasonable doubt.

Reasonable Holding Times

Reasonable Holding Times refer to the maximum length of time a person can be detained by law enforcement without being formally charged or brought before a **Judge**. This protects individuals from being held unnecessarily or unlawfully for extended periods without due process.

Reasonable Suspicion

Reasonable Suspicion is when an officer has **specific and articulable facts** that lead them to believe that a person **might be involved in criminal activity**.

This is **not just a hunch**—there must be some clear observation or information to support the suspicion.

 **Examples Include:**

- A person is seen lurking around vehicles in a high-crime area at night
- A driver swerves repeatedly or violates traffic laws
- A person matches the description of a robbery suspect

 **What it Allows:**

- Conducting a brief stop and questioning (also known as a **Terry Stop**)
- Performing a **frisk** (pat-down) for weapons **if you believe the person is armed and dangerous**

 **What it Does Not Allow:**

- You cannot search bags, vehicles, or make arrests based on Reasonable Suspicion alone

SECTION I: Questions

What happens if someone doesn't follow the legal procedures correctly?

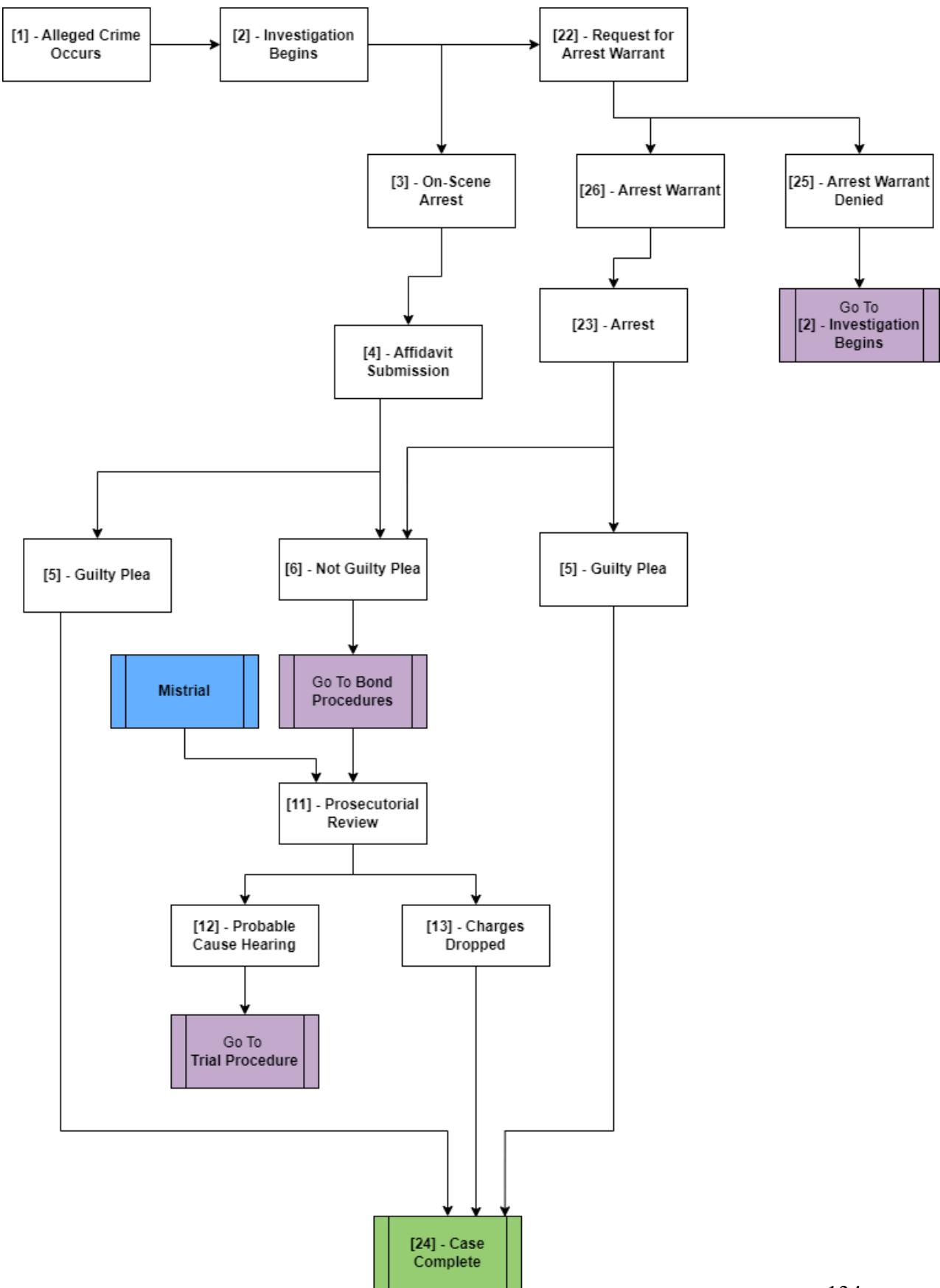
Mistakes happen. Judges, attorneys, or Supreme Court officials may correct errors or reset proceedings if necessary. The goal is to ensure fairness, not punish mistakes.

Do I need real legal knowledge to participate in DOJ roleplay?

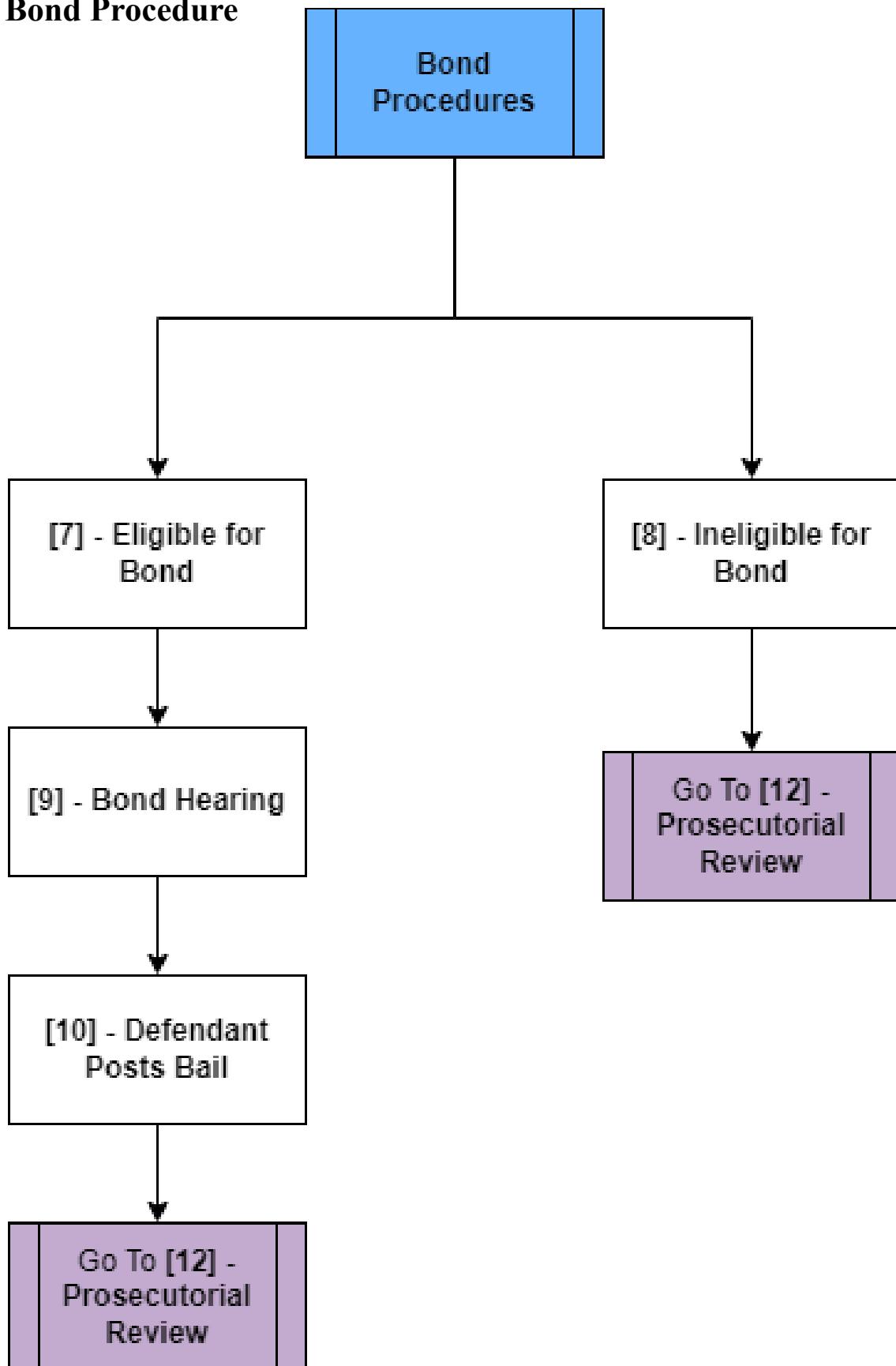
Hell no! This guidebook is literally designed to guide you through everything you need to know. You don't have to be a real lawyer or have legal experience - just follow the procedures and use the forms provided.

SECTION VII: Charts

Criminal Procedure



Bond Procedure



Trial Procedure

