

Rule 2.103. Size, quality, and color of papers

All papers filed must be 8 1/2 by 11 inches. All papers not filed electronically must be on opaque, unglazed paper, white or unbleached, of standard quality not less than 20-pound weight.

Rule 2.104. Font size; printing

Unless otherwise specified in these rules, all papers filed must be prepared using a font size not smaller than 12 points. All papers not filed electronically must be printed or typewritten or be prepared by a photocopying or other duplication process that will produce clear and permanent copies equally as legible as printing.

Rule 2.105. Font style

The font style must be essentially equivalent to Courier, Times New Roman, or Arial.

Rule 2.106. Font color

The font color must be black or blue-black.

Rule 2.107. Margins

The left margin of each page must be at least one inch from the left edge and the right margin at least 1/2 inch from the right edge.

Rule 2.108. Spacing and numbering of lines

The spacing and numbering of lines on a page must be as follows:

- (1) The lines on each page must be one and one-half spaced or double-spaced and numbered consecutively.
- (2) Descriptions of real property may be single-spaced.
- (3) Footnotes, quotations, and printed forms of corporate surety bonds and undertakings may be single-spaced and have unnumbered lines if they comply generally with the space requirements of rule 2.111.
- (4) Line numbers must be placed at the left margin and separated from the text by a vertical column of space at least 1/5 inch wide or a single or double vertical line. Each line number must be aligned with a line of type, or the line numbers must be evenly spaced vertically on the page. Line numbers must be consecutively numbered, beginning with the number 1 on each page. There must be at least three line numbers for every vertical inch on the page.

Rule 2.109. Page numbering

Each page must be numbered consecutively at the bottom unless a rule provides otherwise for a particular type of document. The page numbering must begin with the first page and use only Arabic numerals (e.g., 1, 2, 3). The page number may be suppressed and need not appear on the first page.

Rule 2.110. Footer

(a) Location

Except for exhibits, each paper filed with the court must bear a footer in the bottom margin of each page, placed below the page number and divided from the rest of the document page by a printed line.

(b) Contents

The footer must contain the title of the paper (examples: "Complaint," "XYZ Corp.'s Motion for Summary Judgment") or some clear and concise abbreviation.

(c) Font size

The title of the paper in the footer must be in at least 10-point font.

Rule 2.111. Format of first page

The first page of each paper must be in the following form:

- (1) In the space commencing 1 inch from the top of the page with line 1, to the left of the center of the page, the name, office address or, if none, residence address or mailing address (if different), telephone number, fax number and e-mail address, and State Bar membership number of the attorney for the party in whose behalf the paper is presented, or of the party if he or she is appearing in person. The inclusion of a fax number or e-mail address on any document does not constitute consent to service by fax or e-mail unless otherwise provided by law.
- (2) In the first 2 inches of space between lines 1 and 7 to the right of the center of the page, a blank space for the use of the clerk.
- (3) On line 8, at or below 3 1/3 inches from the top of the page, the title of the court.

(4) Below the title of the court, in the space to the left of the center of the page, the title of the case. In the title of the case on each initial complaint or cross-complaint, the name of each party must commence on a separate line beginning at the left margin of the page. On any subsequent pleading or paper, it is sufficient to provide a short title of the case (1) stating the name of the first party on each side, with appropriate indication of other parties, and (2) stating that a cross-action or cross-actions are involved (e.g., "and Related Cross-action"), if applicable.

(5) To the right of and opposite the title, the number of the case.

(6) Below the number of the case, the nature of the paper and, on all complaints and petitions, the character of the action or proceeding. In a case having multiple parties, any answer, response, or opposition must specifically identify the complaining, propounding, or moving party and the complaint, motion, or other matter being answered or opposed.

(7) Below the nature of the paper or the character of the action or proceeding, the name of the judge and department, if any, to which the case is assigned.

(8) Below the nature of the paper or the character of the action or proceeding, the word "Referee:" followed by the name of the referee, on any paper filed in a case pending before a referee appointed under Code of Civil Procedure section 638 or 639.

(9) On the complaint, petition, or application filed in a limited civil case, below the character of the action or proceeding, the amount demanded in the complaint, petition, or application, stated as follows: "Amount demanded exceeds \$10,000" or "Amount demanded does not exceed \$10,000," as required by Government Code section 70613.

(10) In the caption of every pleading and every other paper filed in a limited civil case, the words "Limited Civil Case," as required by Code of Civil Procedure section 422.30(b).

(11) If a case is reclassified by an amended complaint, cross-complaint, amended cross-complaint, or other pleading under Code of Civil Procedure section 403.020 or 403.030, the caption must indicate that the action or proceeding is reclassified by this pleading. If a case is reclassified by stipulation under Code of Civil Procedure section 403.050, the title of the stipulation must state that the action or proceeding is reclassified by this stipulation. The caption or title must state that the case is a limited civil case reclassified as an unlimited civil case, or an unlimited civil case reclassified as a limited civil case, or other words to that effect.

Rule 2.112. Separate causes of action, counts, and defenses

Each separately stated cause of action, count, or defense must specifically state:

- (1) Its number (e.g., "first cause of action");
- (2) Its nature (e.g., "for fraud");
- (3) The party asserting it if more than one party is represented on the pleading (e.g., "by plaintiff Jones"); and
- (4) The party or parties to whom it is directed (e.g., "against defendant Smith").

Rule 2.113. Binding

Each paper not filed electronically must consist entirely of original pages without riders and must be firmly bound together at the top.

Rule 2.114. Exhibits

Exhibits submitted with papers not filed electronically may be fastened to pages of the specified size and, when prepared by a machine copying process, must be equal to computer-processed materials in legibility and permanency of image. Exhibits submitted with papers filed electronically must meet the requirements in rule 2.256(b).

Rule 2.115. Hole punching

When papers are not filed electronically, each paper presented for filing must contain two prepunched normal-sized holes, centered 2 1/2 inches apart and 5/8 inch from the top of the paper.

Rule 2.117. Conformed copies of papers

All copies of papers served must conform to the original papers filed, including the numbering of lines, pagination, additions, deletions, and interlineations except that, with the agreement of the other party, a party serving papers by nonelectronic means may serve that other party with papers printed on both sides of the page.

Rule 2.150. Authorization for computer-generated or typewritten forms for proof of service of summons and complaint

(a) Computer-generated or typewritten forms; conditions

Notwithstanding the adoption of mandatory form *Proof of Service of Summons* (form POS-010), a form for proof of service of a summons and complaint prepared entirely by word processor, typewriter, or similar process may be used for proof of service in any applicable action or proceeding if the following conditions are met:

- (1) The form complies with the rules in chapter 1 of this division except as otherwise provided in this rule, but numbered lines are not required.
- (2) The left, right, and bottom margins of the proof of service must be at least 1/2 inch. The top margin must be at least 3/4 of an inch. The typeface must be Times New Roman, Courier, Arial, or an equivalent typeface not smaller than 9 points. Text must be single-spaced and a blank line must precede each main numbered item.
- (3) The title and all the text of form POS-010 that is not accompanied by a check box must be copied word for word except for any instructions, which need not be copied. In addition, the optional text describing the particular method of service used must be copied word for word, except that the check boxes must not be copied. Any optional text not describing such service need not be included.
- (4) The Judicial Council number of the *Proof of Service of Summons* must be typed as follows either in the left margin of the first page opposite the last line of text or at the bottom of each page: "Judicial Council form POS-010."
- (5) The text of form POS-010 must be copied in the same order as it appears on form POS-010 using the same item numbers. A declaration of diligence may be attached to the proof of service or inserted as item 5b(5).
- (6) Areas marked "For Court Use" must be copied in the same general locations and occupy approximately the same amount of space as on form POS-010.

(7) The telephone number of the attorney or party must appear flush with the left margin and below the attorney's or party's address.

(8) The name of the court must be flush with the left margin. The address of the court is not required.

(9) Material that would have been entered onto form POS-010 must be entered with each line indented 3 inches from the left margin.

(Subd (a) amended effective January 1, 2016; previously amended effective July 1, 1985, January 1, 1986, January 1, 1987, July 1, 1999, January 1, 2004, July 1, 2004, and January 1, 2007.)

(b) Compliance with rule

The act of filing a computer-generated or typewritten form under this rule constitutes a certification by the party or attorney filing the form that it complies with this rule and is a true and correct copy of the form to the extent required by this rule.

responsibilities of electronic filer

(a) Conditions of filing

Each electronic filer must:

(1) Comply with any court requirements designed to ensure the integrity of electronic filing and to protect sensitive personal information.

(2) Furnish information the court requires for case processing.

(3) Take all reasonable steps to ensure that the filing does not contain computer code, including viruses, that might be harmful to the court's electronic filing system and to other users of that system.

(4) Furnish one or more electronic service addresses, in the manner specified by the court. This only applies when the electronic filer has consented to or is required to accept electronic service.

(5) Immediately provide the court and all parties with any change to the electronic filer's electronic service address. This only applies when the electronic filer has consented to or is required to accept electronic service.

(6) If the electronic filer uses an electronic filing service provider, provide the electronic filing service provider with the electronic address at which the filer is to be sent all documents and immediately notify the electronic filing service provider of any change in that address.

(Subd (a) amended effective January 1, 2018; previously amended effective January 1, 2007, January 1, 2011, and July 1, 2013.)

(b) Format of documents to be filed electronically

A document that is filed electronically with the court must be in a format specified by the court unless it cannot be created in that format. The format adopted by a court must meet the following requirements:

(1) The software for creating and reading documents must be in the public domain or generally available at a reasonable cost.

(2) The printing of documents must not result in the loss of document text, format, or appearance.

(3) The document must be text searchable when technologically feasible without impairment of the document's image.

If a document is filed electronically under the rules in this chapter and cannot be formatted to be consistent with a formatting rule elsewhere in the California Rules of Court, the rules in this chapter prevail.