SHC-023

How to Get Legal Forms from the Internet

If you know what form(s) you need, this handout will give you instructions for getting the forms from the internet. Once you have the form(s), you will still need to file them with the court.

There are two different types of forms:

State forms: These are also called **Judicial Council** forms. These are the main forms you will be using and are the same forms used by every Superior Court in the State of California.

Local forms: These are forms that each County has created to do something that the State forms do not do. These forms are different for each county.

Other things to know:

- To download any of the forms, you will need to have Adobe Acrobat loaded on your computer. You can download it from either website.
- The State forms come in a "Fillable" or "Non-Fillable" version. You can type on the "Fillable" version but you still have to print them out and file it with the Court!
- If you do not understand the forms you are filling out or what forms you should be filling out, you should see an attorney.

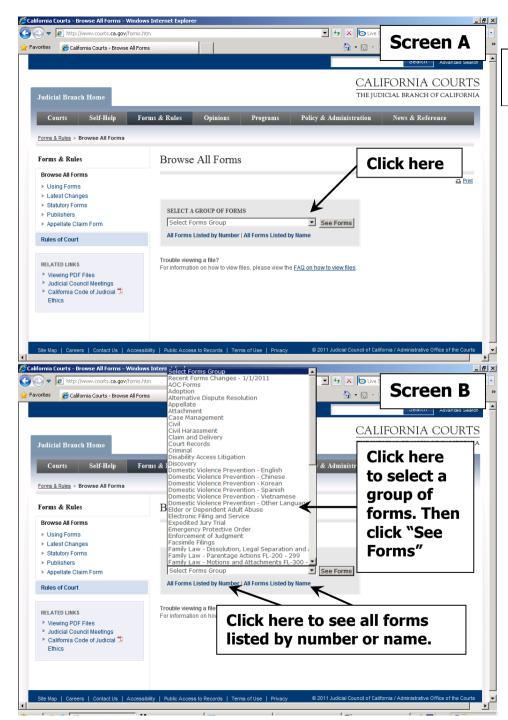
Note: The Court's Self-Help Center has attorneys who may be able to assist you. Please go to <u>www.scscourt.org</u> and click on the Self-Help section of the site for details on how we can help you. You can also obtain many different form packets and samples as well as link to a site that will help you complete forms when you click on "Complete Forms at Home".

VISIT US ONLINE: www.scscourt.org www.courts.ca.gov/selfhelp

EMAIL US: <u>www.scscourt.org</u> click "Self-Help" then click "Contact the Self-Help Center" CALL US: 408-882-2926 (Self-Help)

Note: Due to budget issues our services, and when they are offered, may change without notice.

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HOW TO GET <u>STATE</u> LEGAL FORMS FROM THE INTERNET

STEP ONE:

Type <u>www.courts.ca.gov/forms</u> into the internet Address bar and press "enter".

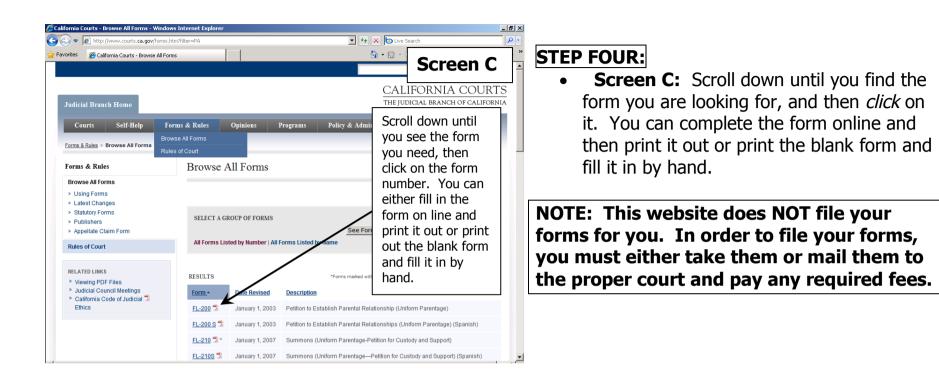
STEP TWO:

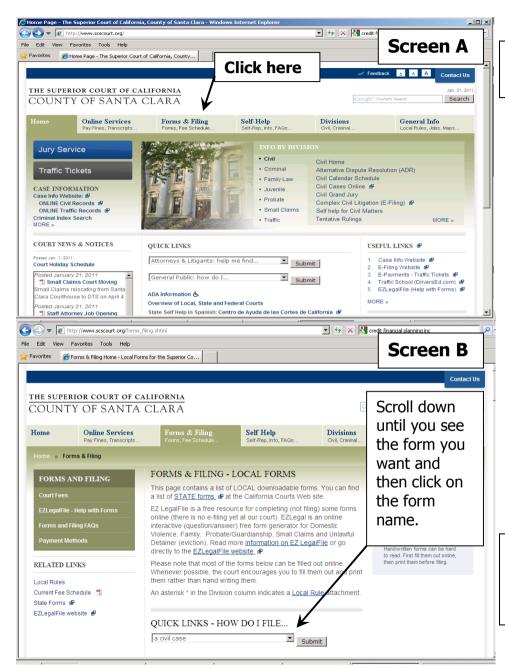
Screen A: *Click* on the arrow to bring out the drop down menu.

STEP THREE:

Screen B: You have three options for getting a list of the forms:

- Form Number: If you know the number of the form you need, *click* on "All Forms Listed by Number".
- Form Name: If you know the name of the form you need, *click* on "All Forms Listed by Name".
- Form Group: If you are unsure about the form name or number, you can *click* on the drop down menu, then *click* on a form group (for example, "Civil"), then click "See Forms", to see all the forms for that group.





HOW TO GET <u>LOCAL</u> LEGAL FORMS FROM THE INTERNET

STEP ONE:

Type <u>http://www.scscourt.org</u> into the internet Address bar and press **"enter"**.

STEP TWO:

Screen A: *Click* on **"Forms & Filing"** at the top of the page.

STEP THREE:

Screen B: All of the local forms are listed alphabetically by name just scroll down the page to find the form you want then, *click* on the name of the form. The list also shows the form numbers and court division. (Note: If you *click* on the blue letters of the alphabet the page will jump to that part of the list.) You can fill out the form online and then print it or you can print it and fill it in by hand.

NOTE: This website does NOT file your forms for you. In order to file your forms, you must either take them or mail them to the proper court and pay any required fees.