

**CIVIL LAWSUIT NOTICE – RULE 3.740 COLLECTIONS CASE**

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

CASE NUMBER: \_\_\_\_\_

**PLEASE READ THIS ENTIRE FORM**

**PLAINTIFF** (the person suing): Within 180 days after filing the lawsuit, you must serve each defendant with the *Complaint*, *Summons*, and a copy of this *Civil Lawsuit Notice – Rule 3.740 Collections Cases*, and you must file written proof of such service.

**DEFENDANT** (The person being sued): **You must do each of the following to protect your rights:**

1. You must file a **written response** to the *Complaint*, using the proper legal form or format, in the Clerk's Office of the Court, within **30 days** of the date you were served with the *Summons* and *Complaint*;
2. You must send a copy of your written response on the Plaintiff's attorney (to "serve by mail" means to have an adult other than yourself mail a copy to the Plaintiff's attorney); and
3. You must come to Court when you are notified of a Court date.

**Warning: If you, as the Defendant, do not follow these instructions, you may automatically lose this case.**

Your **CASE MANAGEMENT JUDGE** is: \_\_\_\_\_ in **DEPT**: \_\_\_\_\_

Your Case Management Judge will hear any motions filed in your case before trial. A motion is a written request, filed with the Court, asking the Court to make decisions about your case.

**RULES AND FORMS:** You must follow the California Rules of Court (CRC) and the Superior Court of California, County of Santa Clara Local Civil Rules and use proper forms. You can get legal information, view the rules and get forms, free of charge, from the **Self-Help Center** at 201 North First Street, San José (408-882-2900 x-2926), or from:

- State Rules and Judicial Council Forms: [www.courts.ca.gov/forms.htm](http://www.courts.ca.gov/forms.htm) and [www.courts.ca.gov/rules.htm](http://www.courts.ca.gov/rules.htm)
- Local Rules and Forms: [www.scscourt.org](http://www.scscourt.org)

**OTHER HELPFUL LEGAL RESOURCES:**

- On our website, click the Self-Help tab, then Civil [www.scscourt.org](http://www.scscourt.org)
- Lawyer Referral and Modest Means Panel: (408) 971-6822 [www.sccba.com](http://www.sccba.com)
- California Codes ("The Law"): Select the code & click "Search" <http://leginfo.legislature.ca.gov/faces/codes.xhtml>
- Pro Bono Project Lawyers in the Library: San José, (408) 808-2355 [www.probonoproject.org](http://www.probonoproject.org)
- Pro Bono Project Lawyers in the Library: Mountain View, (408) 998-5298 x-311 [www.probonoproject.org](http://www.probonoproject.org)
- State Referral and Self-Help Resources website [www.lawhelpcalifornia.org](http://www.lawhelpcalifornia.org)
- Santa Clara County Law Library: 360 N. First St., San José, (408) 299-3567 [www.scccl.org](http://www.scccl.org)
- Do-It-Yourself legal books [www.santaclaracountylib.org](http://www.santaclaracountylib.org)
- Consumer Law - Alexander Law Center (Santa Clara University): (408) 288-7030 [www.silibrary.org](http://www.silibrary.org)
- Department of Consumer Affairs [www.dca.ca.gov](http://www.dca.ca.gov)
- Office of Human Relations (Mediation) [www.sccdrps.org](http://www.sccdrps.org)

**WARNING:** Sanctions may be imposed if you do not follow the California Rules of Court or the Local Rules of Court.