

## CHAPTER 4

# *Civil Case Information Statement and Certificate of Interested Entities or Persons*

### *Step 7. Preparing the Civil Case Information Statement and Certificate of Interested Entities or Persons*

A *Civil Case Information Statement* ([Sample Form J](#)) is a questionnaire about the case that appellants and cross-appellants, if any, must fill out and return to the Court of Appeal for all civil cases except juvenile dependency cases. It asks what type of case it is, whether and when there was notice of entry of judgment, whether there is a bankruptcy stay, and other questions. The answers on the *Civil Case Information Statement* help the court to know whether the *Notice of Appeal* is on time and whether the order or judgment is appealable.

The *Civil Case Information Statement* must be filed in the Court of Appeal within 15 days after the superior court clerk sends you a notice that the *Notice of Appeal* has been filed. A copy of the judgment or order being appealed and a *Proof of Service* of the *Civil Case Information Statement* ([Sample Form C](#)) on all parties to the appeal must be attached to the *Civil Case Information Statement* and filed with the Court of Appeal. (CRC rule 8.100(g).)

A *Certificate of Interested Entities or Persons* ([Sample Form V](#)) is a form that each party must prepare in order to identify for the Court of Appeal entities and/or persons (other than the parties themselves) that the party knows has a financial or other interest in the outcome of their proceeding. (CRC rule 8.208(a), (e)(2).) The *Certificate of Interested Entities or Persons* does not need to be filed in family, juvenile, guardianship or conservatorship cases.

Each party must serve and file a *Certificate of Interested Entities or Persons* at the time it files its first motion, application or opposition to any motion in the Court of Appeal and also must include a copy of the form in its principal brief after the cover and before the tables of contents and authorities. (CRC rule 8.208(d)(1).) If no motion, application or opposition is filed before the principal brief, the party must include the *Certificate of Interested Entities or Persons* in its principal brief.