

# Did someone sue you for Personal Injury OR Property Damage?

<b>Step 1</b>	<p><b>Complete the following forms</b> in blue or black ink:</p> <p><input checked="" type="checkbox"/> (PLD-PI-003) Answer-Personal Injury, Property Damage, Wrongful Death</p> <p><input checked="" type="checkbox"/> (POS-030) Proof of Service by First-Class Mail-Civil (only fill out <u>top</u> part)</p>
<b>Step 2</b>	<p><b>Copies:</b> Make <input type="checkbox"/> 2    <input type="checkbox"/> 3    <input type="checkbox"/> 4 copies, in addition to the original.</p>
<b>Step 3</b>	<p><b>Service:</b></p> <ul style="list-style-type: none"> <li>You must serve a copy of the Answer on the other party in your case or their attorney if they have one.</li> </ul> <p><i>“Service” means that someone, NOT YOU, who is at least 18 years old must mail a copy of your forms to the other party in the case. You can ask a friend, relative, etc. to serve the papers for you or you can look in the yellow pages and hire a “process server” to mail the papers for you for a fee.</i></p> <ul style="list-style-type: none"> <li>After the papers are mailed, the server (person who mails the papers) must complete the (POS-030) <b>Proof of Service by First-Class Mail-Civil.</b></li> </ul>
<b>Step 4</b>	<p><b>File:</b> Turn in the original and copies of the <i>Answer and Proof of Service</i> to the clerk’s office located at:</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <input type="checkbox"/> 191 North First Street San Jose, CA 95113         </div> <div style="text-align: center;"> <input type="checkbox"/> 301 Diana Ave., Morgan Hill, CA 95037 <i>Monday-Friday from 8:30am to 4:00pm.</i> </div> </div> <p><input type="checkbox"/> If you are not asking for a fee waiver, you will pay the filing fee and get filed-stamped copies back when you file.</p> <p><input type="checkbox"/> If you are asking for a fee waiver, your file-stamped copies may be returned immediately, OR you may be asked to return in up to 24 hours, OR your file-stamped forms may be mailed to you. Please check with the clerk who takes your forms.</p>
<b>Step 5</b>	<p><b>What happens next:</b></p> <ul style="list-style-type: none"> <li>Attend any Case Management Conference or other court dates you are notified about.</li> </ul>

Self-Help Center/Family Law Facilitator’s Office  
Superior Court, County of Santa Clara  
99 Notre Dame Avenue, San Jose, CA 95113  
(408) 882-2926

[www.scscourt.org](http://www.scscourt.org)  
Superior Court, County of Santa Clara

[www.courts.ca.gov/selfhelp](http://www.courts.ca.gov/selfhelp)  
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