

## Formatting Guidelines for Petitions

To ensure that your petition is not rejected by the court, please comply with the following guidelines.

### Pagination:

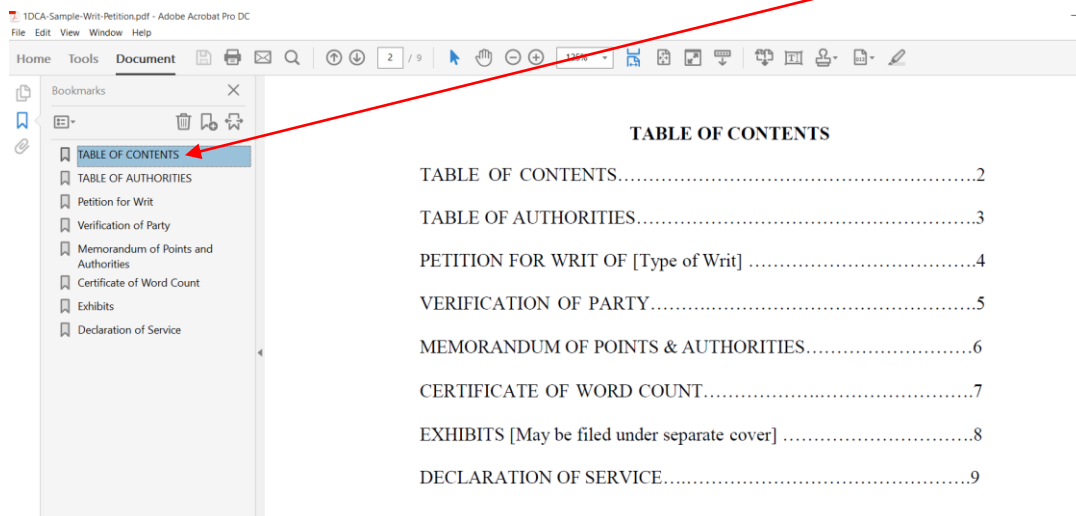
Number pages consecutively beginning with cover page of the petition to the final page, using only the Arabic numbering system, as in 1, 2, 3. Do not use Roman Numerals or any other pagination method for tables or anywhere else within the petition.

Ensure that page numbers listed in the Table of Contents match both the pages within the document and the Adobe page counter. This allows the court and the parties to accurately locate the cited pages and ensures that page citations are consistent throughout the petition

### Bookmarks:

The Table of Contents must include an electronic bookmark for each heading corresponding to the heading in the text, including the heading “Table of Contents.” Petitions that contain exhibits under the same cover should list the exhibits in the Table of Contents identifying the exhibits as well as include electronic bookmarks for each of the exhibits.

A bookmark is a text link that appears in the **Bookmarks Panel** of Adobe Reader and Adobe Acrobat. In this example, clicking on the “Table of Contents” would take the reader to that part of the document.



**Emergency Stay Requests**

If an emergency stay is requested, the cover must state “IMMEDIATE STAY REQUESTED.” The cover must also include the name and telephone number of the trial judge whose order the requests seeks to stay. (CRC, rules 8.116(b) and 8.486(a)(7))

IN THE COURT OF APPEAL OF THE STATE OF CALIFORNIA  
IN AND FOR THE [District] APPELLATE DISTRICT  
DIVISION [No.]

[Name], )  
Plaintiff and Respondent, ) No. [Case No.]  
v. )  
[Name], )  
Defendant and Appellant. )

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Petition for Writ of [Type of Writ]  
[Name] County Superior Court No. [Case No.]  
Honorable [Name]  
Department No. [Dept. No.]  
Telephone No. [Tel. No.] [If there is a request for say]

**[IMMEDIATE] STAY REQUESTED** [If there is a request for stay]

[Attorney Name],  
Attorney at Law  
[ADDRESS]  
Telephone: [NUMBER]  
State Bar Number [#####]  
Email Address: [Number]