

Formatting Guidelines for Petitions

The Court requires all electronic filers to comply with rule 8.74, California Rules of Court, which governs formatting for electronic documents. These additional guidelines are provided to you in preparing electronic documents but do not supplant the requirements of the California Rules of Court.

Text Searchable:

Documents must be in text-searchable Portable Document Format (PDF).

Pagination:

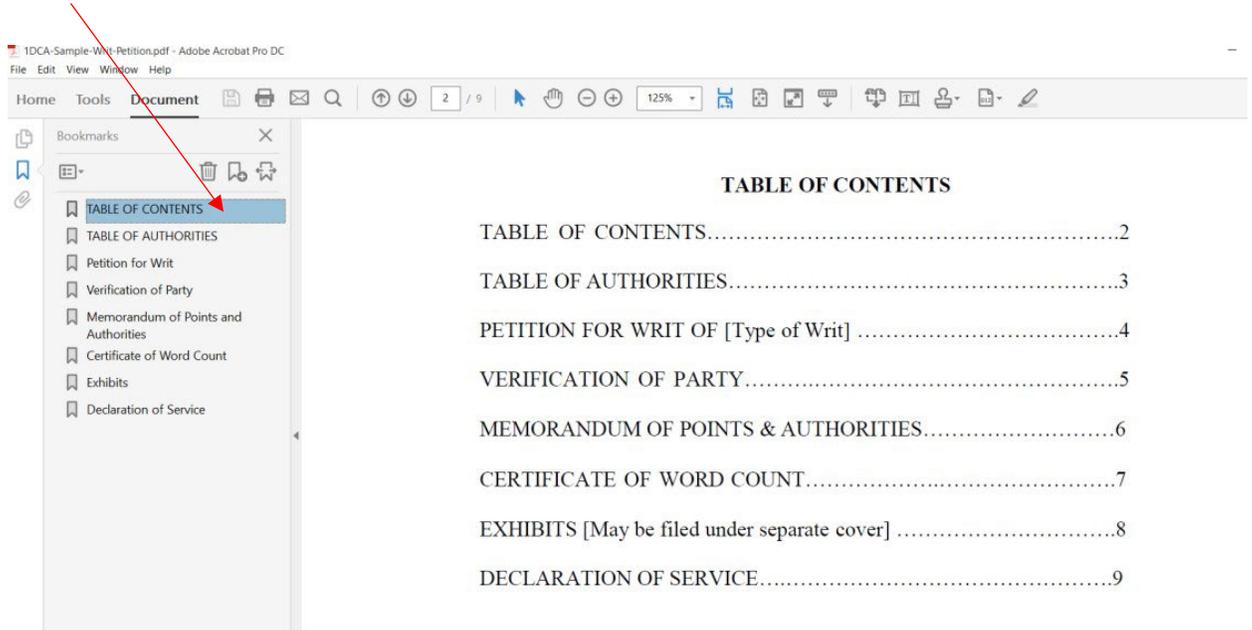
Number pages consecutively beginning with cover page of the petition to the final page, using only the Arabic numbering system, as in 1, 2, 3. Do not use Roman Numerals or any other pagination method for tables or anywhere else within the petition.

Ensure that page numbers listed in the Table of Contents match both the pages within the document and the PDF viewer (e.g., Adobe Reader and Adobe Acrobat) 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:

Each electronic document must include an electronic bookmark to each heading, subheading, and the first page of any component of the document, including any table of contents, table of authorities, petition, verification, memorandum, declaration, certificate of word count, certificate of interested persons, proof of service, exhibit, or attachment. Each electronic bookmark must briefly describe the item to which it is linked. Petitions that contain exhibits under the same cover should list the exhibits in the Table of Contents identifying the exhibits by number and a brief description as well as include electronic bookmarks for each of the exhibits.

A bookmark is a text link that appears in the Bookmarks Panel of the PDF program used. In this example using Adobe, 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,” and identify the nature and date of the proceeding or act sought to be stayed. The cover must also include the name and telephone number of the trial judge whose order the request seeks to stay. (Cal. Rules of Court, rules 8.116 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.)

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]
Unlawful Detainer Trial set for March 20, 2021

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

Revised August 2023