



HOW TO FIND **COURT FORMS**

What are optional, mandatory, and what can you do when a court form is not available?




WHAT ARE COURT FORMS

Court forms are official documents, approved or prescribed for use in legal proceedings, that contain blank spaces for required information to be filled in before filing with the court.

Request to Waive Court Fees (FW-001)

Ask the court to let you file papers and receive services without paying court fees and costs because you are getting public benefits, you are a low-income person, or you do not have enough income to pay your basic needs and your court fees.

 [Get form FW-001](#)

• [español](#) (Spanish)

Effective: March 1, 2025

The image shows a thumbnail of the 'Request to Waive Court Fees (FW-001)' form. The form is titled 'FW-001 Request to Waive Court Fees' and is marked 'CONFIDENTIAL'. It contains instructions for filers, including a warning that the court may order the filer to answer questions about their finances. The form is divided into sections for 'Your Information' (Name, Address, City, Phone), 'Your Job' (Name of employer, Employer's address), and 'Your Lawyer' (Name, Address, Phone number, State Bar number). It also includes a section for 'The lawyer has agreed to advance all or a portion of your fees or costs (check one)' with 'Yes' and 'No' checkboxes. A section titled 'What court's fees or costs are you asking to be waived?' lists various courts and fees. A section titled 'Why are you asking the court to waive your court fees?' includes checkboxes for 'I receive (check all that apply: see form FW-001-001) for deficiency', 'I am a low-income person', and 'My gross monthly household income (before deductions for taxes) is less than the amount listed below'. A table follows with columns for 'Family Size', 'Family Income', 'Family Size', 'Family Income', 'Family Size', 'Family Income', and 'If more than 6 people, add \$100.00 for each extra person'. The table has rows for family sizes 1 through 6. A section titled 'I do not have enough income to pay for my household's basic needs and the court fees. I ask the court to:' includes checkboxes for 'waive all court fees and costs' and 'for me make payments over time'. A section titled 'Check here if you asked the court to waive your court fees for this case in the last six months.' includes a checkbox and a date field. The form ends with a declaration: 'I declare under penalty of perjury under the laws of the State of California that the information I have provided on this form and all attachments is true and correct.' and a signature line.

“The California court system uses forms to ensure everyone’s information is complete so the judge can make a decision.

Most forms are published by the Judicial Council and used across the state, but it’s also common for county Superior Courts to have one or two local forms that they require you to use.” - **California Courts Self-Help Guide**

WHERE CAN YOU FIND COURT FORMS

Forms can be found on court websites.

You can find California State Court forms through:

- **State Forms from the Judicial Council of California** - <https://courts.ca.gov/rules-forms/find-your-court-forms>
- **California Appellate Courts Self-Help Resource Center** - <https://selfhelp.appellate.courts.ca.gov/knowledge-center/forms/>
- **California Courts of Appeal** - <https://appellate.courts.ca.gov/>

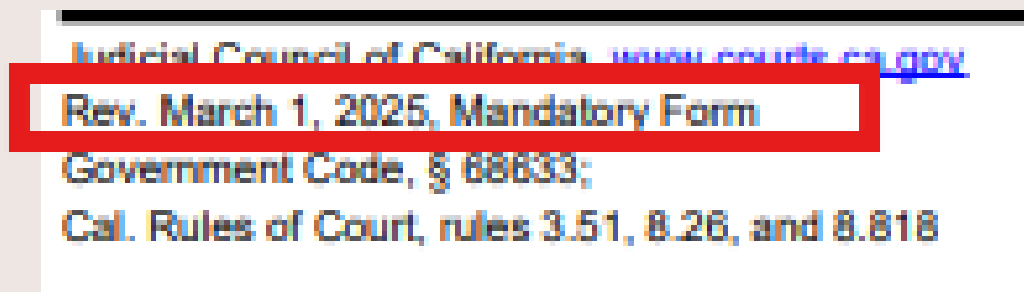
You can find federal court forms through:

- **United States Courts** - <https://www.uscourts.gov/forms-rules/forms>
- **United States District Court Northern District of California** - <https://cand.uscourts.gov/forms/>
- **United States Courts for the Ninth Circuit** - <https://www.ca9.uscourts.gov/forms/>
- **Supreme Court of the United States** - https://www.supremecourt.gov/filingandrules/rules_guidance.aspx

This is a non-exhaustive list

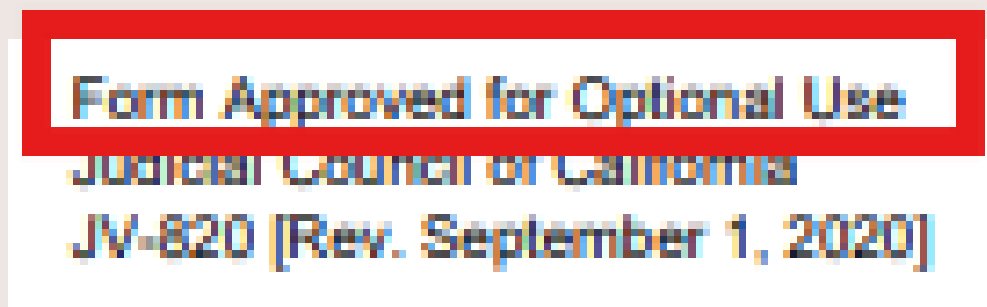
WHEN IS A COURT FORM MANDATORY

In California state courts, many forms are mandatory, meaning you must use them to take certain legal actions. To check whether a form is mandatory or optional, look at the bottom left corner. It will say mandatory or optional.

A screenshot of a court form label. At the top, it says "Judicial Council of California" followed by a blue hyperlink "www.courts.ca.gov". Below this, the text "Rev. March 1, 2025, Mandatory Form" is highlighted with a red rectangular box. Underneath the box, it reads "Government Code, § 68633;" and "Cal. Rules of Court, rules 3.51, 8.26, and 8.818".

Judicial Council of California www.courts.ca.gov
Rev. March 1, 2025, Mandatory Form
Government Code, § 68633;
Cal. Rules of Court, rules 3.51, 8.26, and 8.818

Form: FW-001

A screenshot of a court form label. The text "Form Approved for Optional Use" is highlighted with a red rectangular box. Below the box, it reads "Judicial Council of California" and "JV-820 [Rev. September 1, 2020]".

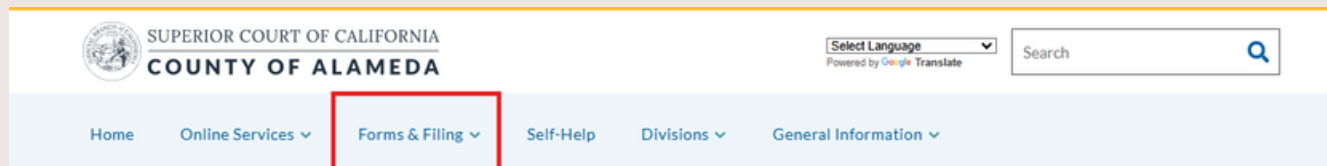
Form Approved for Optional Use
Judicial Council of California
JV-820 [Rev. September 1, 2020]

Form: JV-820

Review the information provided on federal court forms for more insight on how they need to be used.

LOCAL FORMS

County Superior Courts also have local forms that they may require you to use.



Alameda County Superior Court local forms:

<https://www.alameda.courts.ca.gov/forms-filing/forms>

The court may also have additional local forms that are not available online. You can speak to a court clerk to learn more.

Federal: national court forms can be used in all federal courts. Each federal court also maintains their own local court forms.

WHAT CAN YOU DO WHEN A COURT FORM IS NOT AVAILABLE

If there isn't a form for what you need to do, you will need to write your own court papers, in the right format and follow the court's rules.

- The California Rules of Court, starting with rule 2.100, tell you what is required for any documents you file with the court.
- For civil Federal Court proceedings in the Northern District of California, begin with review of Civil local rule 3-4: Papers Presented for Filing

1	YOUR NAME	
	Street Address	
2	City, State, ZIP	
	Phone Number (with area code)	
3		
4		
5	YOUR NAME, IN PRO PER	
6		
7		
8	SUPERIOR COURT OF THE STATE OF CALIFORNIA	
9	FOR THE COUNTY OF ALAMEDA	
10		
11		
12	NAME OF PLAINTIFF,) Case No.: 12-3-456789-1
13)
14	Plaintiff,) DOCUMENT TITLE (e.g., COMPLAINT
) FOR DAMAGES)
15	vs.)
)
16	NAME OF DEFENDANT,)
17)
	Defendant)
18		
19	The text of your document begins here.	
20		
21		
22	DATED: May 3, 2019	
23		
24		_____ Your signature YOUR NAME In Pro Per
25		
26		
27		
28		
		_____ DOCUMENT TITLE (e.g., COMPLAINT FOR DAMAGES)

OTHER FORMS

You can contact the law library for assistance with finding other forms that you may need to file with or prior to a lawsuit.

CLAIM AGAINST THE COUNTY OF ALAMEDA

PLEASE TYPE OR PRINT

Please complete the form, retain one (1) copy for your records.
Return the signed original:
Clerk, Board of Supervisors Office,
Administration Building, 1221 Oak Street, Room 536
Oakland, CA 94612
Phone: (510) 208-4949
Please provide a copy of all attachments supporting your claim
(estimates, bills, receipts, police report, etc.)

CBS CLAIM NO. _____

FOR CLERK'S USE ONLY

FOR FUTURE INFORMATION ON YOUR CLAIM PLEASE
CONTACT: George Hills Company (855) 442-2357

1. Claimant's Name: _____
(Last, First, Middle Initial)
- 1.5 Claimant's PFN (if applicable): _____
2. Address: _____
(Number, Street, City, State & Zip Code) (Phone Number)
3. Address to which notices are to be sent, if different from 1 & 2:
Name: _____
Address: _____
(Number, Street, City, State & Zip Code) (Phone Number)
- *4. Total Amount of Claim: \$ _____
5. Date of Accident/Loss: _____
6. Location of Accident/Loss: _____
7. Describe How Accident/Loss Occurred: _____
8. Describe Injury/Damage/Loss: _____
9. Name of Public Employee(s) Causing Injury/Damage/Loss, if known: _____
10. Itemization of Claim (List items totaling the amount in line #4). (Use separate sheet for additional items.)

ITEM DESCRIPTION	AMOUNT	ITEM DESCRIPTION	AMOUNT
_____	\$ _____ / _____	_____	\$ _____
_____	\$ _____ / _____	_____	\$ _____
		*TOTAL AMOUNT OF CLAIM	\$ _____

11. Signed by or on behalf of claimant: _____ Date: _____

NOTICE: Section 72 of the Penal Code provides:

"Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, city or district board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is punishable either by imprisonment in the county jail for a period of not more than one year, by a fine of not exceeding one thousand (\$1,000), or by both such imprisonment and fine; or by imprisonment in the state prison, or by a fine not exceeding ten thousand (\$10,000), or by both such imprisonment and fine."

Rev. 05.02.2022

FOR COURT OR OFFICIAL USE ONLY

Postmark date if received by mail: _____

GOVERNMENT CLAIM—JUDICIAL BRANCH

(Government Code section 910.4)

CLAIMANT

Name of Claimant	Home Telephone	Work Telephone
Mailing Address	City	State Zip Code
Send notices regarding this claim to (if different from above): Name		
Mailing Address	City	State Zip Code

CLAIM INFORMATION

Date of Incident (Month/Day/Year)	Time of Incident
Location of Incident	
Describe the indebtedness, obligation, injury, damage, or loss incurred as a result of the incident.	

State the circumstances that gave rise to this claim. (State the facts that support your claim and why you believe the court or another judicial branch entity is responsible for the alleged damage or injury.) If known, provide the name of the official or employee who allegedly caused the injury, damage, or loss (if there is more than one official or employee, name each). If you need more space, please attach additional sheets of paper.

GOVERNMENT CLAIM—JUDICIAL BRANCH

PAGE 1 of 2

Claim against county of Alameda

Government claim form - Judicial Branch