

## Pleading Formatting Checklist

### 1. Attorney & Firm Information (Top Left Corner)

Make sure the following appear exactly as required:

- Attorney's full name
  - State Bar number (e.g., *SBN 123456*)
  - Firm name (if applicable)
  - Office address
  - Telephone number
  - Email address
  - Fax number (if used)
  - Attorney for: [*Plaintiff/Defendant/etc.*]
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### 2. Court Information (Centered Below Attorney Block)

- Superior Court of California, County of [County Name]
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### 3. Case Information (Centered, Below Court Info)

- Case name (formatted as *Plaintiff v. Defendant*)
  - Case number (double-check for accuracy!)
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### 4. Document Title

- Clear, specific document title
  - Subtitle if needed (e.g., [*Filed concurrently with...*])
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### 5. Hearing Information (If Applicable)

- Date
- Time
- Department

## Pleading Formatting Checklist

- Judge
  - Reservation ID (if applicable)
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### 6. Footer Requirements

Make sure the footer matches the document:

- **Document title or clear abbreviation** in footer  
(e.g., *Pltf's MSJ, Decl. of J. Doe*)
  - **At least 10-point font**
  - **Footer line separating text from footer**
  - **Correct page number**
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### 7. Formatting Basics (Caption Area Only)

- **Proper margins** (1" left, ½" right minimum)
  - **Numbered lines** (left margin; standard Superior Court formatting)
  - **Consistent spacing and alignment**
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### 8. Final Checks

- Names spelled correctly
- Case number correct and current (especially after consolidation/amendments)
- Caption matches all related documents filed in the case
- Title is clear and matches the actual document content
- No placeholders (e.g., "TBD" or wrong judge/department)
- Double check exhibits