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The Self Help Legal Information Network

(310) 675-3863 ** office (310) 675-3853 ** fax

www.legalinfonetwork.com

Civil Action Questionnaire

I am representing myself and providing the following information to have my documents completed for commencing a civil action, answering a civil complaint, submitting a general denial or filing a motion in pro per. I understand if I have any questions, concerns or need legal advice I may need to contact an attorney. I understand The Self-Help Legal Information Network are not attorneys and cannot give legal advice or be responsible for my claims. I understand that I am responsible for filing and/or serving any necessary documents unless otherwise noted.

NOTE: We provide document preparation and legal research services. You are responsible for correspondence to opposing counsel or parties, setting court dates, responding to pleading in a timely manner and all your court filings. If you are or become confused about any steps in this process you may need to consult with an attorney for clarification and then we can complete your documents.

Name

Date

Signature

**QUESTIONS FOR DOCUMENTS PREPARED ON PLEADING
PAPER
MOTIONS / ANSWERS TO COMPLAINTS/ GENERAL
DENIALS OR CIVIL ACTIONS**

1.) What document(s) would you like to have completed?
Motion / Answer to Complaint / Civil Complaint / General Denial

2.) If Motion what type?

Motions to set aside Default & Default Judgment

Motion to Quash service of Summons

Motion to stay . . . Other _____

3.) If Civil Complaint, what is/are your Cause(s) of action? Please list –

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

4.) Name the Plaintiff(s)? _____

5.) Name the Defendant(s)? _____

6.) Please state the Plaintiff(s) phone # and full address? (_____) _____ - _____

address _____

please list all other plaintiff(s) on an attached sheet.

7.) Please state the Defendant(s) phone # and full address? (_____) _____ - _____

8.) Is other party represented by an attorney? Yes No If so please provide a
copy of the documents with their information.

9.) Case # _____

Name of person completing this form _____

Please briefly explain the nature of your problem – (then you can discuss in detail in person)

How much are you suing for? _____

please attach additional sheets as necessary.

PLEASE NOTE: This questionnaire is meant for litigants who are representing themselves - **we cannot** - give you legal advice, coach you, go with you to court or tell you your rights **we can** – prepare your legal forms or documents for you under your direction and perform legal research.

You are responsible for your court filing, communication to opposing counsel or the other party, and all contact with court. We are Legal Document Assistants to assist you with your document preparation needs.

If you have legal concerns or questions you may need the assistance of an attorney.

We will need a complete copy of your case if it is active.

Please review the attached sheets of causes of action, affirmative defenses or motions.