

SAMPLE FORM J

CIVIL CASE INFORMATION STATEMENT

CIVIL CASE INFORMATION STATEMENT - INSTRUCTIONS

The Civil Case Information Statement must be filed in the Court of Appeal within 15 days after the superior court clerk mails you a notice that the *Notice of Appeal* has been filed. Attach a copy of the order or judgment which you are appealing to the Civil Case Information Statement. The court recommends that the order or judgment be file-stamped and signed by the lower court judge. You also need to attach a Proof of Service to the Civil Case Information Statement showing you served a copy of the Civil Case Information Statement with its attachment on all counsel and self-represented parties. (See [Sample Form C](#).) The Civil Case Information Statement is filed in the Court of Appeal.

This form is available online in Adobe Acrobat PDF format and may be filled out electronically for free at <http://www.courts.ca.gov/forms>. Select "Appellate" forms, then click on Form [APP-004](#).

Filling out the Civil Case Information Statement form:

Caption:

- (1) If you are appealing a case from San Diego or Imperial County, fill out the top box of the form as follows: "Court of Appeal, Fourth Appellate District, Division One." Indicate the Court of Appeal case number in the box to the right.
- (2) In the "Attorney or Party Without Attorney" area at the top of the form, fill out your name, mailing address, and telephone number where you can be reached during the day. If you have chosen to file your documents electronically, you must include your e-mail address in this section. You may also include a fax number if you have one.
- (3) In the next box down, indicate your name next to "APPELLANT" and the responding party's name next to "RESPONDENT."
- (4) In the next box down, specify the Superior Court, address, and branch name of the court that made the order or judgment you are appealing.
- (5) In the "JUDGES" box, list all of the Superior Court judges who had anything to do with your case. In the box to the right, write the Superior Court case number.

Part I - Appeal Information

- A.1. Mark the box that best describes what you are appealing.
- A.2. If your appeal disposes of all causes of action including all cross-actions between the parties check "yes". If not, check "no".
- B.1. The date of entry of judgment or order appealed from.

B.2. The date notice of entry of the judgment or order was served or mailed. If none was served or mailed, leave this space blank.

B.3. Check "yes" if you made a motion for (a) new trial, (b) judgment notwithstanding the verdict, (c) reconsideration of an appealable order or (d) vacating the judgment, and that motion was denied. Check the "no" box if you did not make any of the above motions. If you checked yes, write in the type of motion you filed, the date the motion was filed, the date the motion was denied and the date the denial was served.

B.4. The date you filed your notice of appeal or cross-appeal in Superior Court.

C. Check if there is a bankruptcy case or any court issued stay which would have an affect on your appeal in the Court of Appeal. If you check this box you must attach to this form a file-stamped copy of the bankruptcy petition and any documentation related to the stay. Leave blank if there is no bankruptcy case or other court issued stay which would have an affect on your appeal in the Court of Appeal.

D. Check "yes" if you have any related appeals, writs or any other proceeding before this or any other California appellate court. Check "no" if you do not have any other appeals, writs or proceedings before this or any other California appellate court. If you checked "yes," write the name of the court in which you have or had a case, the appellate court case number, the title of the case, name of trial court and trial court case number. If you have or had multiple cases, attach the list of cases to this form on a separate sheet of paper.

E. Some types of cases require service of briefs or petitions on the Attorney General. Check the list on the form to see if yours is one of these types of cases. In addition, Rule 8.29(c) requires service on the Attorney General for the following types of cases: (1) those questioning the constitutionality of a state statute; (2) those in which the state or a state officer in his or her official capacity is a party; and (3) those in which a county is a party. Check the "yes" box if service on the Attorney General is required, and check the "no" box if it is not.

PART II -NATURE OF ACTION

A. Check the box or boxes that best describe the nature of the action of your case. If it is not listed, check "Other action" and describe the nature of the case.

B. Check this box if your case is entitled to calendar preference or priority on appeal. Write the rule of court or statute that entitles you to calendar preference or priority. Leave blank if your case is not entitled to calendar preference or priority.

PART III - PARTY AND ATTORNEY INFORMATION

In the boxes provided or on a separate sheet of paper, write or type all the parties and their attorneys of record who will participate in the appeal. For each party, list the party's name, appellate court designation (appellant or respondent) and designation in the trial court proceeding (plaintiff, defendant, etc.). For the attorneys, list the party the attorney represents, the name of the attorney, state bar number, law firm name, mailing address, telephone number, fax number

and e-mail address. If the party is self-represented, list the name, designation in the trial court proceeding (plaintiff, defendant, etc.), mailing address, telephone number, fax number and e-mail address. List only parties who will be participating in the appeal and no one else.

Fill in the appellate case title and appellate court case number in the boxes at the top of pages 2 and 3.

At the bottom of page 3, write or type your name legibly, and date and sign the form. Serve a copy of the form on all parties. (See [Sample Form C.](#))

PAGE 4 - PROOF OF SERVICE

You must serve a copy of your Civil Case Information Statement on the other party or parties to the appeal. If the service is by mail or personal delivery, have someone over the age of 18 who is not a party to the appeal serve the Civil Case Information Statement and fill out page 4. If the service is by electronic service, you can serve the document and fill out page 4.

Filling Out the Proof of Service on Page 4

Check the box for mail, personal service or electronic service.

On **Entry 2**, specify the residential or business address of the person who mailed, hand-delivered, or e-mailed the document.

On **Entry 3**, check the box for mail, personal delivery, or electronic service.

- If the service was by mail, check one of the boxes stating how the document was mailed and complete the information in item 2 by stating the name of the person served, the address on the envelope, the date of the mailing, and the place of the mailing (city and state).
- If the service was by personal delivery, state the name of the person served, the address where the document was delivered, the date delivered, and the time delivered.
- If the service was by e-mail, state your e-mail address, the name of the person served, the e-mail address where you sent the document, and the date you e-mailed the document.

At the bottom of page 4, date the proof of service, type or print the name of the person doing the service, and include the signature of the person doing the service.

Due: 15 days after the superior court clerk sends notice that the *Notice of Appeal* has been filed.

Serve: All counsel
All self-represented parties

File: Original of Civil Case Information Statement, judgment or order and completed Proof of Service on all parties. File with Court of Appeal.

If you are filing in paper, provide an extra copy to be file-stamped for your file.