

**SAMPLE FORM V**

**CERTIFICATE OF INTERESTED ENTITIES OR  
PERSONS**

## CERTIFICATE OF INTERESTED ENTITIES OR PERSONS INSTRUCTIONS

The *Certificate of Interested Entities or Persons* is a form that each party must prepare in order to identify for the Court of Appeal other entities and/or persons that the party knows has a financial or other interest in the outcome of their proceeding. (CRC rule 8.208(a).) The *Certificate of Interested Entities or Persons* does not need to be filed in family, juvenile, guardianship or conservatorship cases.

Each party must serve and file a *Certificate of Interested Entities or Persons* at the time it files its first motion, application or opposition to any motion in the Court of Appeal and also must include a copy of the form in its principal brief after the cover and before the tables of contents and authorities. (CRC rule 8.208(d)(1).) If no motion, application or opposition is filed before the principal brief, the party must include the *Certificate of Interested Entities or Persons* in its principal brief.

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-008](#).

### **Filling out the Certificate of Interested Entities or Persons 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 and the Superior Court case number in the boxes 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" (if you are the appellant) and the responding party's name next to "RESPONDENT."

#### **Certificate Designation Box (Initial or Supplemental)**

Check whether you are filling out your first (Initial) Certificate or a Supplemental Certificate.

#### **Entries 1 and 2**

Entry 1. Indicate the name of the party for whom the form is being submitted.

Entry 2. Check box "a" if there are no interested entities or persons that must be listed in this Certificate under rule 8.208.

Check box "b" if there are interested entities or persons that must be listed. Fill in the full name of *each* interested person or entity, check the box that applies if the interested person or entity is a party or non-party, and explain the nature of the interested person or entity in the space provided.

Fill in the date, type your name and sign the form.

The Certificate of Interested Entities or Persons must be served on the other party or parties to the appeal. If the document is served by mail or personal delivery, have someone over the age of 18 who is not a party to the action serve the document and fill out form APP-009. If you are serving the document by e-mail, you can do it yourself and fill out form APP-009E. See instructions accompanying [Sample Form C](#).

|  |
|--|
| <p><b>Serve:</b> All counsel<br/>All self-represented parties</p> <p><b>File:</b> Original plus completed Proof of Service</p> <p>If you are filing in paper form, provide an extra copy to be file-stamped for your file.</p> |
|--|