



Are you a Landlord Who Wants to Set an Eviction Trial Date?

\$5.00

What is this for?	This packet contains the forms a landlord needs to ask for a trial date to present their Unlawful Detainer (Eviction) case and get a Judgment. These forms are filed only when the landlord has opened a court case, had the tenant(s) served, and the tenant(s) <i>has</i> filed an Answer.
Step 1: Fill out the Request to Set Case for Trial	Request/Counter Request to Set Case for Trial (UD-150)
Step 2: Make copies	Make enough copies of the Request to Set Case for Trial for each tenant.
Step 3: Serve a copy of the Request on the tenant(s) Make a copy	<p>You (the landlord) must have one copy of the Request to Set Case for Trial mailed (“served by mail”) to each tenant. Someone 18 or older must serve the forms for you. You cannot serve the forms yourself.</p> <p>The person who serves the forms must fill out the Proof of Service by Mail on page 2 of the <i>original</i> Request to Set Case for Trial.</p> <p>Make 1 copy of the Request to Set Case for Trial that has page 2 filled out.</p>
Step 1: Fill out the Notice	Fill out only the top portion (the “caption”) of the: Notice of Time and Place of Trial (PL-CV001) [this is a local form]
Step 2: Make copies	Make enough copies of the Notice of Time and Place of Trial for you AND each tenant. Two-hole punch the <u>original</u> at the top. Put the copies right behind the original.
Step 4: File the forms	<p>Get a number ticket for “Civil” at the kiosk on the 1st floor of the Courthouse. When your number is called:</p> <ul style="list-style-type: none">• File the original and copy of the Request to Set Case for Trial that has page 2 filled out. Keep the copy for your records.



Filing fee	<ul style="list-style-type: none">• File the original and copies of the Notice of Time and Place of Trial. Bring business sized-envelopes, with one stamp each, addressed to you AND <u>each</u> tenant. The clerk will need these at the filing window. There is no filing fee for these forms.
Next steps	The tenant(s) may file a Counter Request to Set Case for Trial (also form UD-150) if they don't agree with your Request to Set Case for Trial (UD-150). If the tenant(s) doesn't file a Counter Request to Set Case for Trial with the court, the clerk's office will schedule the trial date. The trial date must be scheduled for no later than 20 days from the date the first Request to Set Case for Trial is filed. The Notice of Time and Place of Trial will be mailed to you and all the tenants in the envelopes you gave the court when the form was filed. Go to your Trial Date on the date on the Notice of Time and Place of Trial.

Important Things to Know

What if I'm the tenant and want to set a trial date?

If you are the tenant and want to finish your case by going to trial, please visit a private attorney or the Self-Help Center for help.

Where can I get the forms?

1. Most of the blank forms listed in these instructions can be found **online** at www.courts.ca.gov/forms. The Local Form (Placer County) can be found at <http://www.placer.courts.ca.gov/forms-filing-forms.shtml>.
2. You can get the form packets through the court's **Self-Help Center** or you can buy them at the **Court Clerk's counter**.

Where Can I Get Help or more information?

- You can hire a private attorney for a free or low-cost consultation.
- If you do not have an attorney, you can get help from the court's Self-Help Center located at the Gibson Courthouse, 10820 Justice Center Dr., Roseville. Online appointments and limited walk-ins are available Monday to Friday, 8:00 a.m. to 12:00 noon (Wednesday open until 3:00 p.m.). Schedule online appointments at www.placer.courts.ca.gov and search for **online appointments**.
- Visit www.courts.ca.gov
 - Click "Self-Help" on the tabs and select "Eviction & Housing" in the dropdown menu