



Setting a Trial for an Eviction Case?

\$5.00

What is this for?	This packet contains the forms a landlord or a tenant needs to ask for a trial date to present their Unlawful Detainer (Eviction) case. These forms are filed only when the landlord has opened a court case and the tenant(s) filed an <u>Answer (UD-105)</u> .
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 (one for each Defendant plus one for Plaintiff) of the Request to Set Case for Trial (UD-150) for each party – one for each party in the case.
Step 3: Serve a copy of the Request on the other party(ies) Make a copy	<p>You must have one copy of the Request to Set Case for Trial mailed (“served by mail”) to each party. 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 4: 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 5: Make copies	Make enough copies (one for each Defendant plus one for Plaintiff) 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 6: 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> <p>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.</p>



Filing fee	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> other party. The clerk will need these at the filing window. There is no filing fee for these forms.
Next steps	The other party(ies) 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 other party(ies) 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 twenty (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

Can I Access My Court Case Electronically?

Court users can now receive access to their file/orders electronically by three different methods:

Online Portal: You can come to the courthouse and show ID to gain access;

eFiling: If you check the box on eFiling, you will receive your orders via email; you will also receive portal access if you pay for a filing (so you do not need to come into the courthouse to show ID);

eService: You may consent to receive notice and orders by email. This can be done by submitting Judicial Council Form [EFS-005-CV](#).

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. Schedule a telephone or video appointment online at www.placer.courts.ca.gov and search for **online appointments** on the home page.
- Visit www.courts.ca.gov
 - Click "Self-Help" on the tabs and select "Eviction & Housing" in the dropdown menu.
- If you would like to attempt to settle the case (make an agreement) outside of court, you may contact **Placer Dispute Resolution** at <https://www.placerdisputeresolution.org/> for more information. This can be done before or after a case has been opened.