



# Riverside County Law Library Using Pleading Paper Template

## About Pleading Paper

The term “pleading paper” is often used to describe the format of a document that is filed with the Court when a pre-made form is not available. If there is not a California or Local Court form to fit your situation, you will need to draft your own pleading or motion on pleading paper. The template located on the RCLL desktop is already pre-formatted to meet the requirements of [California Rules of Court](#), rules 2.100, *et. seq.*

There are typed examples of what information belongs on the document as a place holder. You will need to delete the generic information and replace it with information specific to you. Do not change the spacing on the first page of the document. Remember it is pre-formatted to meet court requirements.

- Your name must start on line 1
- The Court name and location must start on line 8
- The caption of the case must start on line 11
- You must have a footer with the title of the document
- After the caption (the box with the name of the Plaintiff/Respondent) you can use the space as needed, using double spacing.

## Instructions

1. Locate and open the Pleading Paper template link on the RCLL desktop
2. Save the document to your own USB flash drive
3. Make changes as necessary to tailor the template to you and your specific circumstances

Please Note: The information presented in this information sheet is intended to provide information over a particular subject. For information pertaining to your case please consult with an attorney, court facilitator or specialist.