



HOW TO START AN UNLAWFUL DETAINER (EVICTION) COVERSHEET

Important Information:	Government Code Section 68082 prohibits the Court Clerk from giving legal advice. This includes advice on how to fill out documents. Please seek the advice of an attorney.	
Assistance: Self-Help Center/Family Law Facilitator's Office	The Family Law Facilitator's Office provides free assistance with evictions. Before visiting in person , please check the Facilitator's monthly schedule on the Court's website for walk-in clinic and call-in hours: https://eldorado.courts.ca.gov/ .	
	West Slope Family Law Facilitator's Office 2850 Fairlane Court, Ste 120 Placerville, CA 95667 (530) 621-5098 selfhelp@eldorado.courts.ca.gov	South Lake Tahoe Family Law Facilitator's Office 1354 Johnson Blvd., 1 st Floor South Lake Tahoe, CA 96150 (530) 573-3066 sltselfhelp@eldorado.courts.ca.gov
Instructions:	Step 1: Complete the forms in blue or black ink, or electronically. Step 2: Make two (2) copies of all forms (original plus 2 copies). Copies are not required if you file electronically. Step 3: File the documents with the Clerk's Office. Step 4: Serve forms: Service can be done by a person, not a party to the action, who is over the age of 18, a sheriff in the county where the service takes place, or a registered process server. Step 5: Proof of Service: The person who serves the documents signs the proof of service. This must be filed with the Court.	
Required Judicial Council Forms:	<ul style="list-style-type: none"> • UD-100 Complaint – Unlawful Detainer • CM-010 Civil Case Cover Sheet • SUM-130 Summons - Eviction • CP10.5 Prejudgment Claim of Right of Possession • UD-120 Verification by Landlord Regarding Rental Assistance-Unlawful Detainer • POS-010 Proof of Service of Summons • UD-105 Answer-Unlawful Detainer (Blank Copy) For additional forms and information, please visit the California Courts' website at: https://www.courts.ca.gov/ , or contact the Facilitator's Offices listed above.	
Filing Fees:	<ul style="list-style-type: none"> • \$240: Claim amount up to \$10,000 • \$385: Claim amount over \$10,000 up to \$35,000 • \$435: Claim amount over \$35,000 If you cannot afford to pay the filing fee, you may apply for a fee waiver by filling out and filing the following forms: <ul style="list-style-type: none"> • FW-001 Request to Waive Court Fees • FW-003 Order on Court Fee Waiver (Superior Court) 	
Filing Locations:	West Slope Cameron Park Branch 2927 Meder Road Cameron Park, CA 95682 (530) 621-5047 https://eldorado.courts.ca.gov/	South Lake Tahoe South Lake Tahoe Branch 1354 Johnson Blvd. South Lake Tahoe, CA 96150 (530) 573-3075 https://eldorado.courts.ca.gov/
eFiling:	Documents may be filed electronically (eFiled) in accordance with Local Rule 7.08.00 . For information about eFiling, please visit the Court's website at: https://www.eldorado.courts.ca.gov/online-services/efiling .	