

Did someone sue you for Breach of Contract? (Unverified)

Step 1	Read: <input checked="" type="checkbox"/> Things to Think About Before Filing an Answer (other side of this form)
Step 2	Complete the following forms in blue or black ink: <input checked="" type="checkbox"/> (PLD-C - 010) Answer-Contract <input checked="" type="checkbox"/> Affirmative Defenses Attachment (please read these and see if they apply to your case). <input checked="" type="checkbox"/> (POS – 030) Proof of Service by First-Class Mail – Civil
Step 3	Copies: Make <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 copies, in addition to the original.
Step 4	Service: <ul style="list-style-type: none"> • You must serve a copy of the Answer on the other party in you case or their attorney if they have one. <p><i>“Service” means that someone, NOT YOU, who is at least 18 years old must mail a copy of your forms to the other party in the case. You can ask a friend, relative, etc. to serve the papers for you or you can look in the yellow pages and hire a “process server” to mail the papers for you for a fee.</i></p> <ul style="list-style-type: none"> • After the papers are mailed, the server (person who mails the papers) must complete the Proof of Service by First-Class Mail - Civil (POS-030).
Step 5 Filing fee is \$_____.00 <i>unless the fee is waived.</i>	File: Turn in the original and copies of the <i>Answer, Affirmative defenses, and the Proof of Service</i> to the clerk’s office located at: <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <input type="checkbox"/> 191 North First Street San Jose, CA 95113 </div> <div style="text-align: center;"> <input type="checkbox"/> 12425 Monterey Rd., San Martin, CA 95046 <i>Monday-Friday from 8:30am to 4:00pm.</i> </div> </div> <ul style="list-style-type: none"> <input type="checkbox"/> If you are not asking for a fee waiver, you will pay the filing fee and get filed-stamped copies back when you file. <input type="checkbox"/> If you are asking for a fee waiver, your file-stamped copies may be returned immediately, OR you may be asked to return in up to 24 hours, OR your file-stamped forms may be mailed to you. Please check with the clerk who takes your forms.
Step 6	What happens next: <ul style="list-style-type: none"> • Attend any Case Management Conference or other Court dates you are notified about.

Please turn over for important information ➔