

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SHASTA**

**RULES FOR FILING PAPERS**

**Do not complete unnecessary forms**

- Some of the forms may not be required

**Type or print** your entries neatly – in blue or black ink – DO NOT USE PENCIL

**Sign** the original

Make **copies** of each original – minimum two (2) copies

If a form has more than one page:

- **Staple** the pages together in the top left corner
- **Two-hole punch** the original of the form at the top in the center

**When you file your case**

- Pay the filing fees, or
- Present a Request to Waive Court Fees, and Order on Request

**Incomplete or illegible documents** will be returned to you for correction and resubmission.

- You will be required to step away from the window to correct your documents.

**To pick up your documents**

- Your photo ID is required.
- If you send someone else to pick them up, they need a photo ID, **AND** a signed letter from you in order to do this. If the case is ‘confidential’, your letter must be notarized.

**Self-Help:**

- Family Law Facilitator is on the first floor of the courthouse
- Law Library is located in the basement of the courthouse.
- Forms and Self-help information and forms are available online at [www.courtinfo.ca.gov](http://www.courtinfo.ca.gov)
- Court hours and fee info [www.shastacourts.com](http://www.shastacourts.com)

***The clerks will assist you as much as they possibly can. However, by law they are not allowed to give legal advice, including advice as to which forms to use or how to complete the forms.***