

How to fill out

**COMPLAINT –
UNLAWFUL DETAINER
Form UD-100**

DIRECTIONS

- ▶ Find the number on the sample form.
Example: 1
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ Leave the box for the case number blank. The clerk will give you a case number.

- 1 Write your name and address. You may also write your phone, fax and email address, but this is your choice.
- 2 If not filled in for you, write "Fresno" after COUNTY OF. Write the address of the court location where you are filing your papers.
- 3 Write your name as the Plaintiff, and the names of the other plaintiffs if any. After Defendant, write the name(s) of all adults living in the residence (house, apartment). If there are adults living in the residence whose names you do not know, check "DOES 1 TO ____" and fill in the number of additional defendants.
- 4 Check "complaint."
- 5 Under Jurisdiction, check the first box (action is a limited civil case). Check "does not exceed \$10,000" OR "exceeds \$10,000, but does not exceed \$25,000," whichever applies.
- 6 Write the names of all the plaintiffs. Write the names of all defendants.
- 7 For 2.a, check the box that best describes the plaintiff(s).
- 8 Fill in the complete address of the premises (property). Note: it is very important to include the zip code.
- 9 Check the first box if you are the owner of the property.
- 10 Fill in the date (where circled) the agreement was made with the defendant(s). Write the names of all defendants. Check all boxes that apply and provide information as requested. Check box 6b, and check, the appropriate box describing who the plaintiff is.

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DIRECTIONS

- ▶ Find the number on the sample form.
Example: 15
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ Leave the case number box blank. The clerk will give you a case number.

- 15 Write only your name after Plaintiff, and write the name of the primary or main Defendant.
- 16 Check 9 if you want the defendants to move out **because a lease ended**.
- 17 Check 10 if the defendant was served with a 3-day notice. Write in the amount of rent that was due at that time.
- 18 Check box 11 and write the price per day of the residence.
- 19 Read 12 and check the box **if you agree with this statement and** attach specific facts supporting a claim up to \$600. Label the attachment "Attachment 12."
- 20 DO NOT check 13, since by doing this packet yourself, you probably do not have an attorney.
- 21 Read 14 and check the box if you agree with this statement.
- 22 Check 15, if it applies, and attach your allegations as "Attachment 15."
- 23 For 17, check c and fill in past due rent amount. For d, since you are representing yourself, this will probably not apply. Check e if you want the court to end the written agreement because of the defendant's actions.
 - Check f. if claiming fair market rental (from *item 11*). Fill in a date. If you checked box 12, check box g. If seeking other orders from the court, check h. and write details.
- 24 Check box 18, if you include attachments with the complaint. Fill in number of pages attached.
- 25 If someone helped you fill out this form and was not paid, check the first box. Check this box even if no one helped you. If someone helped you fill out the form and was paid check the second box and fill out the rest of this section **ONLY** if you received help for pay. Write this person's name, address and phone number.
 - After d., write the county where the assistant is registered (example: Fresno). Write their registration number (e.) and the date (f.) their registration expires (ends).
- 26 Write the date and print your name on the left. Sign your name on the right.
- 27 Write the date and print your name on the left. Sign your name on the right.