

How to fill out

DECLARATION FOR
DEFAULT JUDGMENT BY
COURT –
UNLAWFUL DETAINER
Form UD-116

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.
- ▶ **NOTE: ONLY USE THIS FORM FOR COURT JUDGMENTS FOR MONEY DAMAGES**

The image shows a sample of the UD-116 form with numbered callouts 1 through 9. Callout 1 points to the filer's name and address. Callout 2 points to the court name and address. Callout 3 points to the plaintiff and defendant names. Callout 4 points to the case number. Callout 5 points to the 'Type of party' checkboxes. Callout 6 points to the property address. Callout 7 points to the 'Written or oral agreement' checkboxes. Callout 8 points to the 'Agreement in writing' checkboxes. Callout 9 points to the 'Agreement changed' checkboxes.

- 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, write "And DOES 1 TO ____" and fill in the number of additional defendants.
- 4 Write the case number.
- 5 Check box 1a. For b, check the box that best describes the plaintiff(s).
- 6 Write the address of the property and include the zip code. This is very important.
- 7 Mark the box "written" if the lease agreement was in writing, or the box indicating an "oral" agreement. Write the date the agreement occurred. List all the names of all the defendants. Then, write how rent was to be paid according to the agreement, and how much rent.
- 8 Mark box 4b. Mark "to the original complaint" if you attached a copy of the agreement to the complaint when you started this case. If you did not, check the box and attach the agreement to this form and mark it "Exhibit 4b."
- 9 For item 5, mark this box if the agreement has changed since it was first made. Then complete items a through f by checking the boxes that apply and supply the information requested on the form. If additional space is needed, attach a sheet of paper and write "Attachment 5a" at the top.

PLAINTIFF'S NAME: _____ DEFENDANT'S NAME: _____

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DECLARATION FOR DEFAULT JUDGMENT BY COURT
(Unlawful Detainer—Code Civ. Proc., § 86202)

DECLARATION FOR DEFAULT JUDGMENT BY COURT – Unlawful Detainer Form UD-116

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DIRECTIONS

- ▶ Find the number on the sample form.
Example: 10
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ **NOTE: ONLY USE THIS FORM FOR COURT JUDGMENTS FOR MONEY DAMAGES**

- 10 Write only your name after Plaintiff, and write the name of the primary or main Defendant.
- 11 Write the case number
- 12 Mark box 6 and mark the box that describes the type of notice that was served on the defendant(s).
- 13 For number 7, write the names of all defendants. For boxes (1-3) mark the box describing each defendant was served. Make sure to write the date that each defendant was served.
- 14 For box 8, mark the appropriate box describing to which form you attached the Proof of Service of the notice.
- 15 For box 9, write the date the Notice expired.
- 16 For box 10, if you requested money on your complaint, complete this section by marking the box that indicates how you calculated the money owed. Note: the amount shown here must not exceed the amount requested on the complaint.
- 17 Mark box a if the defendant has vacated the property and the date defendant left the property. If the defendant continues to reside at the property, mark box b and write today's date.
- 18 If you are requesting money damages, check box 12 and write the answers at the end of a through d.
- 19 Do not mark this box because if you have an attorney, you should not be using this packet.
- 20 If you are requesting court costs, including the filing fee you paid for this action, write that amount after the dollar sign.

Plaintiff
 Defendant

21 Name of Plaintiff
 22 Case Number

23 If you are not the landlord and you are filing this on behalf of the landlord and you are requesting a money judgment mark box 15. If you are requesting a money judgment, mark box a, and complete the appropriate boxes and dollar amounts.

15	<input type="checkbox"/> a	Request a money judgment for:	
16	<input type="checkbox"/> b	Request a money judgment for possession of the premises:	
17	<input type="checkbox"/> c	Request a money judgment for possession of the premises and a money judgment for possession of the premises:	
18	<input type="checkbox"/> d	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
19	<input type="checkbox"/> e	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
20	<input type="checkbox"/> f	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
21	<input type="checkbox"/> g	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
22	<input type="checkbox"/> h	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
23	<input type="checkbox"/> i	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
24	<input type="checkbox"/> j	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
25	<input type="checkbox"/> k	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
26	<input type="checkbox"/> l	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
27	<input type="checkbox"/> m	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
28	<input type="checkbox"/> n	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
29	<input type="checkbox"/> o	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
30	<input type="checkbox"/> p	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
31	<input type="checkbox"/> q	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
32	<input type="checkbox"/> r	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
33	<input type="checkbox"/> s	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
34	<input type="checkbox"/> t	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
35	<input type="checkbox"/> u	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
36	<input type="checkbox"/> v	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
37	<input type="checkbox"/> w	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
38	<input type="checkbox"/> x	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
39	<input type="checkbox"/> y	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	
40	<input type="checkbox"/> z	Request a money judgment for possession of the premises and a money judgment for possession of the premises and a money judgment for possession of the premises:	

24 For box b, check this box only if a clerk's judgment for possession was not entered previously in this case. Mark box c if you would like the court to cancel the rental agreement or if you want the court to order forfeiture of the lease.

25 Date: _____
 Plaintiff: _____
 Defendant: _____

26 Attached Exhibits:

1. Rental agreement
 2. Lease agreement
 3. Certificate of title
 4. Certificate of title
 5. Certificate of title
 6. Certificate of title
 7. Certificate of title
 8. Certificate of title
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 40. Certificate of title

DECLARATION FOR DEFAULT JUDGMENT BY COURT –Unlawful Detainer Form UD-116

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DIRECTIONS

- ▶ Find the number on the sample form.
Example: 21
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ **NOTE: ONLY USE THIS FORM FOR COURT JUDGMENTS FOR MONEY DAMAGES**

- 21 Write only your name after Plaintiff, and write the name of the primary or main Defendant.
- 22 Write the case number.
- 23 If you are not the landlord and you are filing this on behalf of the landlord and you are requesting a money judgment mark box 15. If you are requesting a money judgment, mark box a, and complete the appropriate boxes and dollar amounts.
- 24 For box b, check this box only if a clerk's judgment for possession was not entered previously in this case. Mark box c if you would like the court to cancel the rental agreement or if you want the court to order forfeiture of the lease.
- 25 Write the date and print your name on the left. Sign your name on the right.
- 26 If you have attached documents to this form, you must mark the appropriate boxes informing the court that you have done so and what each attachment (exhibit) is.