



Superior Court of California, County of Sacramento Unlawful Detainer E-File Guidance List

UD New Complaint	Form Submitted	Document Type	Name Extension
Lead Document	UD-100	Complaint	
Subsequent Documents	SUM-130	Summons	
	N/A	Verification	
	UD-101	Civil Case Cover Sheet - Plaintiff's Supplemental Allegations	
	CM-010	Civil Case Cover Sheet	
	N/A	Demand Notice	
	N/A	Rental Agreement	
	N/A	Attachments/Supporting Documents	
Default/Judgment		Document Type	
Lead Document	CIV-100	Request for Entry of Default/Judgment	
Subsequent Documents		Judgment - Unlawful Detainer <u>or</u> Judgment - Possession by Clerk	
		Proof of Service - Prejudgment Claim	
		Proof of Personal Service	
		Proof of Service by Posting	
		Proof of Service by Substituted Service	
		Proof of by Mail	
		Declaration re: Due Diligence	
		Proof of Service (Name Extension)	(Miscellaneous)
	UD-120	Declaration (Name Extension)	- UD120
	EJ-130	Writ of Possession or Writ of Execution	
Court Judgment/Money Judgment (possession not at issue)		Document Type	
Lead Document	UD-116	Declaration Pursuant to CCP 585 in Support of Default Judgment	
Subsequent Documents	UD-110	Judgment - Unlawful Detainer	
	CIV-100	Request for Entry of Default/Judgment	
Writ		Document Type	
Lead Document	EJ-130	Writ of Possession or Writ of Execution	
Subsequent Documents		Declaration of Interest, Costs and Attorney Fees	
	MC-012	Memorandum of Costs After Judgment, Acknowledgment of Credit, and Declaration of Accrued Interest	



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Answer		Document Type		
Lead Document	UD-105	Answer		
Subsequent Documents	N/A	Proof of Service (Name Extension)	(Miscellaneous)	
		Attachments/Supporting Documents		
Demurrer		Document Type		
Lead Document	N/A	Demurrer		
		Proof of Service (Name Extension)	(Miscellaneous)	
		Attachments/Supporting Documents		
Notice Motions		Document Type		
Lead Document		Motion for Judgment on the Pleadings		
(Pick One)		Motion to Set Aside/Vacate Default Judgment		
		Motion to Set Aside/Vacate Judgment		
		Motion to Quash Service of Summons		
		Motion to Amend Judgment		
		Motion for Summary Judgment		
		Motion to Compel Discovery		
		Motion re: (Name Extension)		The type of Motion being filed this is not listed.
Subsequent Documents	N/A	Memorandum of Points & Authorities		
		Proof of Service (Name Extension)	(Miscellaneous)	
Ex Parte Motions		Document Type		
Lead Document		All Ex Parte Documents will be lead documents.		
Subsequent Documents	N/A	Memorandum of Points & Authorities		
		Proof of Service (Name Extension)	(Miscellaneous)	
Ex Parte Application for Order to Post/Posting Order		Document Type		
Lead Document	N/A	Ex Parte Application for Order to Post		
Subsequent Documents		Declaration re: Due Diligence		
		Proposed Order		
Ex Parte Application to Stay Writ of Execution		Document Type		
Lead Document		Ex Parte Application for Stay of Execution		
Subsequent Documents		Ex Parte Proposed Order		
		Proof of Service (Name Extension)	(Miscellaneous)	



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Declaration of Non-Compliance			
Lead Document		Declaration of Compliance or Non Compliance	
Subsequent Documents		Proposed Judgment	
	UD-120	Declaration (Name Extension)	- UD120
		Proof of Service (Name Extension)	(Miscellaneous)
Opposition to Declaration of Non-Compliance		Document Type	
Lead Document		Declaration - Opposition	
Subsequent Documents		Proof of Service (name Extension)	(Miscellaneous)
Remote Appearance		Document Type	
Lead Document	RA010	Notice of Remote Appearance	
Subsequent Documents	RA020	Order Regarding Remote Appearance	
Opposition to Remote Proceeding and Evidentiary Hearing of Trial		Document Type	
Lead Document	RA015	Opposition to Remote Proceeding and Evidentiary Hearing of Trial	
Request to Set Case for Trial		Document Type	
Lead Document	UD-150	Request /Counter Request to Set Case for Trial	
Subsequent Documents	CIV-100	Request for Entry of Default/Judgment	
	CIV-110	Request for Dismissal	
		Proof of Service - Prejudgment Claim	
		Proof of Personal Service	
		Proof of Service by Posting	
		Proof of Service by Substituted Service	
		Proof of Service by Mail	
		Declaration re: Due Diligence	
		Proof of Service (Name Extension)	(Miscellaneous)
	UD-120	Declaration (Name Extension)	- UD120



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Misc. Common Lead Documents		Additional accepted Document Types	
Request for Interpreter		Request to Waive Court Fees	
		Declaration (Name Extension)	The type of Declaration being filed.
		Proposed Order	
		Declaration in Support of Application for Default Judgment or Declaration in Support of Ex Parte Application or Declaration in Support of Attorney's Motion to Be Relieved as Counsel-Civil	
		Memorandum of Points & Authorities	
		Proof of Service (Name Extension)	