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Research Guide

Creating Pleadings in Microsoft Word using the Pleading Wizard

Last Updated: May 16, 2008

If there is no pre-printed form for your case, you will need to type your documents on pleading paper, in compliance with [California Rules of Court, Rule 2.100-2.119](#). These instructions will guide you through creating pleadings at home or on the library's public computer terminals using Microsoft Word.

Note: If you are working on the Library's computers, you should save your document to your own disk, CD-ROM or thumb drive frequently. Even if the computer indicates that it has saved your pleading onto the computer's hard drive, it will not be saved when you log off the computer, or if it times out, or if it crashes. You may purchase disks and CD-ROMS from the Circulation Desk.

Microsoft Word has a program that will create pleading paper and format your pleading at the same time. To use the program,

1. Open Microsoft Word
2. A bar will appear on the right side of your screen. Click General Templates.
3. Click on Legal Pleadings tab.
4. Double click on Pleading Wizard

This begins the "Pleading Wizard" program, which enables you, step-by-step, to create your own pleading paper. A series of screens will pop up; fill in the appropriate information as show below. Click Next

What do you want to do?

- Create a new pleading template for another court.
- Click Next

Name of the Court?

- Type in "SUPERIOR COURT OF THE STATE OF CALIFORNIA [hit enter] COUNTY OF SAN DIEGO"
- Center Align

- Click Next

Page Settings?

- Font: Courier, Times New Roman or Arial
- Line Spacing: Double
- Lines Per Page: 28
- Paper Size: 8 ½ by 11"
- Margins: One inch on all sides
- Click Next

Do you want line numbers?

- Yes
- Start pleading at line: 1
- Line numbers start at: 1
- Show line numbers in increments of: 1
- Click Next

Do you want a border on this pleading?

- Left: double
- Right: single
- Click Next

Which style would you like for the caption box?

- Style 1
- Click Next

What information do you want at the beginning of the pleading?

- Attorney and firm names (if you are self-represented, your name and address)

What information do you want in the Footer?

- Summary of pleading title
- Page numbers
- Click Next

Do you want a signature block?

- Yes
- Sign with: plain
- Do **not** include firm name and address
- Include date line
- Click Next

File Name?

- Give your template a name, like "San Diego Court Pleadings Template"
- Click Next

To change information, click the Back button until you reach the proper screen. After changing the information, click Finish.

After clicking Finish, this wizard will close and a new pleading wizard will open. This wizard will take you through the steps to fill in the information in the pleading caption. Click Next.

Which parties are involved?

- Select the proper party titles
- Click Next

What are the names of the plaintiffs/defendants?

- Enter the names (do not include addresses) of all parties in your case
- Click Next

Your case number:

- If you have a case number, enter it here.

Number of firms:

- 1

Full pleading title:

- the name of your document

Summary of pleading title:

- the same as the full title, unless the full title is very long
- Click Next

What are the names of your firm's attorneys/what is your firm's address?

- If you are self-represented, enter your name and address
- Click Next
- Click Finish

Type Size: Once the wizard is finished, go to "Edit" and "Select All" and then go to "Format" and select "Font" to change the size of your pleading's type to 12 point, the smallest size accepted by the court.

To add the text of your document, click anywhere in the blank area between the caption and the signature block, and begin typing. The signature block will move down the page, or onto additional pages, to accommodate the length of your document.