

# Instructions for filing an Answer to Contract

## Forms Needed: (\* Mandatory Forms)

- [Answer – Contract \(PLD-C-010\)\\*](#)
- [Proof of Service by First Class Mail – Civil \(POS-030\) \\*](#)

## Answer to Contract

If you believe you have a valid legal defense to this lawsuit and wish to defend yourself, you will need to file a response. There are many methods for responding to this type of lawsuit. One common method is to file an Answer.

You normally have 30 days from the day you were personally served to file a written response in proper legal form.

You can find more information about responding to a lawsuit at

<https://www.courts.ca.gov/1305.htm>

Please see the Riverside Self-Help Legal Services Online Calendar for more resources on assistance with the forms

<https://www.riverside.courts.ca.gov/selfhelpevents>

<b>1</b>	<b>Complete all Forms</b>	Complete all the documents and sign them.
<b>2</b>	<b>Serve Copy on Other Party</b>	Have someone other than the people listed in the paperwork and who is 18 years or older serve a copy of each document and fill out the Proof of Service by mail ( <a href="#">POS-030</a> ) <sup>(1)</sup> .
<b>3</b>	<b>File with the Court</b>	<p><b><u>In-Person:</u></b> Go to the Clerk's Office window. You will need the following:</p> <ul style="list-style-type: none"> <li>• The original and at least a copy (max 2 copies)</li> </ul> <p><b><u>Drop box or Mail:</u></b> Use the drop off box or mail your forms to the court listed on your forms. Include the following:</p> <ul style="list-style-type: none"> <li>• The original and at least one more copy (max 2 copies)</li> <li>• An envelope addressed to yourself with sufficient postage affixed.</li> </ul> <p><b><u>Online:</u></b> Submit your forms online through the Civil eFiling Portal. Follow the instructions below:</p> <ul style="list-style-type: none"> <li>• Electronically sign your documents at all signature lines in the document.</li> <li>• Read instructions and e-file documents at: <a href="https://www.riverside.courts.ca.gov/FormsFiling/EFiling/civil-efiling.php">https://www.riverside.courts.ca.gov/FormsFiling/EFiling/civil-efiling.php</a></li> <li>• A transaction fee to file electronically may apply.</li> </ul> <p><i>The filing fee or <a href="#">fee waiver</a><sup>(2)</sup> will be required at the time of submission. Once the court files the documents, the copies will be returned to you in the same way they were filed.</i></p>
<p>*You have 30 calendar days after the summons and complaint are served on you to file a response with the court. YOU MUST COMPLETE ALL FORMS AND SUBMIT THEM TO THE CLERK'S OFFICE BEFORE THE DEADLINE*</p>		
<p>There are several steps and papers to complete before the trial. These may include additional court forms and/or gathering and preparing your evidence. Visit <a href="https://www.courts.ca.gov/1323.htm">https://www.courts.ca.gov/1323.htm</a> to find out more.</p>		

**DISCLAIMER:** Our Self-Help Center staff is not your private attorney and does not represent any party. There is NO attorney-client relationship and staff are unable to provide legal advice based on your individual facts. The Self-Help Center staff may provide information and services to the other party in the case. Further, communications between you and Self-Help Center staff are NOT Confidential. You should consult with your own attorney if you want personalized advice or strategy, to have a confidential conversation, or to be represented by an attorney in court.

(1) <https://selfhelp.courts.ca.gov/cc-form/POS-030> (2) [https://riverside.courts.ca.gov/SelfHelp/FamiliesChildren/FIPackets/feewaiver\\_packet.pdf](https://riverside.courts.ca.gov/SelfHelp/FamiliesChildren/FIPackets/feewaiver_packet.pdf)

Superior Court of California  
County of Riverside  
Contract – Answer  
Cover Sheet

**Your Information**

Name( First, Middle, Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Case Number (as it appears on the complaint):**

\_\_\_\_\_  
**Name of Plaintiff (as appears on the complaint):**

\_\_\_\_\_  
**Name of Defendant ( as it appears on the complaint):**

\_\_\_\_\_  
**Where is the case filed? (Select location as it appears on the complaint):**

ATTORNEY OR PARTY WITHOUT ATTORNEY (NAME AND ADDRESS):      TELEPHONE:	FOR COURT USE ONLY:
ATTORNEY FOR (NAME): Insert name of court, judicial district or branch court, if any, and post office and street address:	
PLAINTIFF:	
DEFENDANT:	
<b>ANSWER—Contract</b>	CASE NUMBER:
<input type="checkbox"/> TO COMPLAINT OF (name): <input type="checkbox"/> TO CROSS-COMPLAINT (name):	

1. This pleading, including attachments and exhibits, consists of the following number of pages: \_\_\_\_\_

2. DEFENDANT (*name*):  
 answers the complaint or cross-complaint as follows:

3. Check ONLY ONE of the next two boxes:

- a.  Defendant generally denies each statement of the complaint or cross-complaint. (*Do not check this box if the verified complaint or cross-complaint demands more than \$1,000.*)
- b.  Defendant admits that all of the statements of the complaint or cross-complaint are true EXCEPT:
  - (1) Defendant claims the following statements are false (*use paragraph numbers or explain*):

Continued on Attachment 3.b.(1).  
 (2) Defendant has no information or belief that the following statements are true, so defendant denies them (*use paragraph numbers or explain*):

Continued on Attachment 3.b.(2).

If this form is used to answer a cross-complaint, plaintiff means cross-complainant and defendant means cross-defendant.

SHORT TITLE:	VS.	CASE NUMBER:
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**ANSWER—Contract**

4.  AFFIRMATIVE DEFENSES Defendant alleges the following additional reasons that plaintiff is not entitled to recover anything:

Continued on Attachment 4.

5.  Other

6. DEFENDANT PRAYS

a. that plaintiff take nothing.

b.  for costs of suit.

c.  other (*specify*):

.....  
(Type or print name)

\_\_\_\_\_  
(Signature of party or attorney)

ATTORNEY OR PARTY WITHOUT ATTORNEY <i>(Name, State Bar number, and address):</i>      TELEPHONE NO.: _____ FAX NO. <i>(Optional):</i> _____ E-MAIL ADDRESS <i>(Optional):</i> _____ ATTORNEY FOR <i>(Name):</i> _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE</b>	
PETITIONER/PLAINTIFF:  RESPONDENT/DEFENDANT:	
<b>PROOF OF SERVICE BY FIRST-CLASS MAIL—CIVIL</b>	CASE NUMBER: _____

***(Do not use this Proof of Service to show service of a Summons and Complaint.)***

1. I am over 18 years of age and **not a party to this action**. I am a resident of or employed in the county where the mailing took place.
2. My residence or business address is:
3. On *(date):* \_\_\_\_\_ I mailed from *(city and state):* \_\_\_\_\_ the following **documents** *(specify):*

The documents are listed in the *Attachment to Proof of Service by First-Class Mail—Civil (Documents Served)* (form POS-030(D)).

4. I served the documents by enclosing them in an envelope and *(check one)*:
  - a.  **depositing** the sealed envelope with the United States Postal Service with the postage fully prepaid.
  - b.  **placing** the envelope for collection and mailing following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.
5. The envelope was addressed and mailed as follows:
  - a. **Name** of person served:
  - b. **Address** of person served:

The name and address of each person to whom I mailed the documents is listed in the *Attachment to Proof of Service by First-Class Mail—Civil (Persons Served)* (POS-030(P)).

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_

_____ (TYPE OR PRINT NAME OF PERSON COMPLETING THIS FORM)		_____ (SIGNATURE OF PERSON COMPLETING THIS FORM)
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