

1 (a) (Name)  
2 (Address)  
3 (Phone number)  
4 Plaintiff in Pro Per  
5  
6

7 (b)  
8 **UNITED STATES DISTRICT COURT**  
9 **SOUTHERN DISTRICT OF CALIFORNIA**

10 (c) (Plaintiff's Name),  
11  
12 Plaintiff,  
13 vs.  
14 (Defendant's Name),  
15  
16 Defendant.

(d) Case No.: (Insert Case Number)

**TITLE OF PLEADING**  
**DEMAND OF JURY TRIAL**

Name of Judicial Officer:  
Courtroom Number:  
Date & Time of Hearing:

17  
18  
19  
20 (e) Beginning of the text body starts here.  
21  
22  
23  
24

25 (f) Dated Month Day, Year

26 Signature: \_\_\_\_\_(sign here)\_\_\_\_\_

27 By: \_\_\_\_(print your name here)\_\_\_\_\_

Source of Information: [United States District Court Southern District of California Local Rules, Civil Rule 5.1: Form; Paper; Legibility; Nature of Documents to be Filed](#)

## Formatting Pleading Paper for Federal Court

### **Font & Margins:** SD Cal. Civ. R. 5.1(a)

*\*\*the template provided below has already been set at 14pt. font with 1-inch margins\*\**

- The **body of the document** be typed in **double space with lined numbers in the left margin**.
  - There should be no more than 28 lines per page.
- The font of the document must **be at least 14-point standard font**.
  - Suggested font: Times New Roman
- The **text of footnotes** must also conform to these font requirements.
- **The margins** of the document must be **1 inch**.

### **(a) Contact Information:** SD Cal. Civ. R. 5.1(j)(1)

- Starting **at Line 1**, write your:
  - i. **name**;
  - ii. **address**;
  - iii. **phone number**; and
  - iv. **“Plaintiff in Pro Per”** underneath your contact information

### **(b) Court Information:** SD Cal. Civ. R. 5.1(j)(2)

- Starting **at Line 8**, in the **center** of the document, write:
  - i. The **name of the court**; and
    - United States District Court
  - ii. The **name of the district**
    - Southern District of California

### **(c) Party Names:**

- Starting **at Line 8**, **underneath** the name of the court and district, and on **the left-hand side**, fill in:
  - i. the **name of the plaintiffs; and the name of defendant(s)**

Source of Information: [United States District Court Southern District of California Local Rules, Civil Rule 5.1: Form; Paper; Legibility; Nature of Documents to be Filed](#)

**(d) Case Number, Title of Document & Demand for Jury: SD Cal. Civ. R. 5.1(j)(3) & SD Cal. Civ. R. 5.1(j)(4)**

- Starting **at Line 8, underneath** the name of the court and district, on **the right-hand side**, write:
  - i. The **title** of the document you are filing, and
  - ii. If you are asking for a **jury trial**, write **underneath the title**, “**Demand for Jury Trial**”,
  - iii. **Name of Judicial Officer;**
  - iv. **Courtroom Number;**
  - v. **Date & Time of Hearing;**

**(e) Body of the Document: SD Cal. Civ. R. 5.1(a) & SD Cal. Civ. R. 5.1(k)**

- This is the main part of your document **where the body of the text will go**
- This part must be **double spaced**, and **each paragraph numbered**

**(f) Date and Signature: SD Cal. Civ. R. 5.1(j)(5)**

- Once you are finished writing your document, at the end of the document, include:
  - i. The **date;**
  - ii. **Your signature;** and
  - iii. **Your name typed/printed out**

**(g) Footer:**

- On the bottom of the page, underneath the page number, write:
  - i. the **title** of the document in the **footer**