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NEW CASE EXPRESS WORKSHEET/SEND DOCUMENTS FOR FREE REVIEW

Date	Total Pages
Case Contact Trial Witness	Title
Complex	Address
Telephone	Fax
After Hours Contact and Telephone	Emails of All Contacts
Management Company	Owner

Please complete the information above in its entirety. The person listed should be the primary contact for the case, as well as the person who will appear at trial, should the case be contested.

Tenant/Occupant Information (one fax sheet per rental unit)

Address of Property:			Unit #:
Garage #:	City:	Zip:	Entry/Gate Code:
All persons 18 and over currently residing at the rental unit (do not name co-signors not in possession of the premises or those persons who have been released from the rental agreement) KNOWN OCCUPANTS OVER 18 MUST BE LISTED.			
Name #1:		Name #2:	
Name #3:		Name #4:	
*** Are any of the above-named persons in any branch of the military or have they been discharged within the last 90 days? Yes No Unknown <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
If yes: please fill out a military worksheet for each person in the military. (Please contact our office if you need this worksheet)			
Type of tenancy: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mobile Home <input type="checkbox"/> Subsidized/Affordable-SECT 8 If subsidized/Affordable, please state name of program, i.e. Section 8, tax credit, etc.: _____ Are you aware of any recent bankruptcy filings by any tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Type of case: <input type="checkbox"/> Non-payment of rent <input type="checkbox"/> 30-day less than 1 yr. <input type="checkbox"/> 60 Day- + 1yr. <input type="checkbox"/> End of Lease <input type="checkbox"/> INVESTOR/POST FORECLOSURE EVICTION-- NEED DEED /DATE OF SALE/PROPERTY INFO _____			

Do you have any reason to believe that an unauthorized occupant may be residing in the unit? If so, we recommend a prejudgment claim. Do you want to file a prejudgment claim in your case? Yes No

DOCUMENTS NEEDED BELOW: IF EVICTION NOTICE NOT SERVED YET THEN RENTAL AGREEMENT ONLY NEEDED

I will be providing the following documents in my facsimile transmission to 619-374-7396
(all documents may be applicable to your particular case)

- | | |
|--|---|
| <input type="checkbox"/> Notice (3 Day / 30 Day / 60 Day) | <input type="checkbox"/> Most recent rent increase notice |
| <input type="checkbox"/> Proof of Service/Declaration of Service | <input type="checkbox"/> Resident Ledger (non-payment of rent cases only) |
| <input type="checkbox"/> Lease/Rental Agreement ALL UNLESS ORAL | <input type="checkbox"/> TERMS AND DATE OF MOVE IN |

* EMAIL ME AT marlawbmw@gmail.com if you have not received CALL FROM ATTORNEY OR PARALEGAL .

PRE-LAWSUIT: PROPER SERVICE OF VALID EVICTION NOTICE

STEPS OF AN UNLAWFUL DETAINER LAWSUIT -COURT COSTS

Step 1. file with the court; -\$240

Step 2 court issues summons with file stamped complaint;

Step 3 Serve only an issued summons and complaint this is what gives court jurisdiction over defendant not just signed but not issued summons. \$150

Step 4, Tenant has between 5 and 15 days to respond dependent on method of service.

Step 5: If they do not respond we get a default judgment for you. \$150

Step 6: If they do respond We apply and get a court date in 15-20 days after request; You can expedite by a Motion for Summary Judgment.

Step 7 After obtaining judgment we apply for a writ of possession -\$25

Step 8: Take issued writ (similar to issued summons) to Sheriff-\$145

Step 9: Sheriff schedules lockout that occurs 10 days later as tenants get a 5 day posted notice of date of Lockout. You will be advised 4 days before lockout.

ATTORNEY FEES

\$500 IF THEY DO NOT FIGHT-UNCONTESTED

\$500- TRIAL UP TO 2 HRS AT COURT

\$750- OPPOSING DELAY MOTIONS INCLUDES 1 HEARING