



Writ Checklist

by Janet Gusdorff, Certified Appellate Specialist*

Gusdorff Law, P.C. helps clients hold onto their hard-fought judgments and challenge unfair adverse judgments.

Components of the Writ

☐ **Petition**

- ☐ Identify name/status of each party
- ☐ Identify challenged action
- ☐ Grounds for the petition
- ☐ How respondent erred
- ☐ Why relief by appeal or other means is inadequate
- ☐ Irreparable harm absent writ relief
- ☐ Identify relief requested
- ☐ Sign and verify
- ☐ Memorandum of Points and Authorities with Tables of Contents and Authorities
- ☐ Citations to record with page of exhibits that support factual assertions
- ☐ Citations to supporting legal authority (statutes, cases, etc.)

☐ **Exhibits**

- ☐ Moving papers
- ☐ Opposition papers
- ☐ Reply papers
- ☐ Relevant pleadings
- ☐ Challenged ruling
- ☐ **Reporters Transcript OR Declaration**
- ☐ Certificate of Interested Parties
- ☐ Certificate of Word Count

☐ **Filing Fee**

*Our approach to each case is tailored to fit your unique needs.
Contact us to see how we can best serve you.*

Additional Requirements for Stays

☐ **Request for Stay – include:**

- ☐ whether stay was requested from trial court and if so, include orders granting or denying the request
- ☐ what should be stayed and why
- ☐ when the stay should go into effect
- ☐ How will your party be prejudiced if stay is denied

☐ **Petition's Cover:**

- ☐ Prominently state: "STAY REQUESTED" or "IMMEDIATE RELIEF REQUESTED"
- ☐ Identify nature of ruling, proceeding, or act to be stayed and date by which the stay is requested
- ☐ If stay is for order or proceedings in trial court, include:
 - ☐ Trial court
 - ☐ Department
 - ☐ Judge's name
 - ☐ Judge's phone #

*CA State Bar, Board of
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