

Updated September 24, 2026

SUBPOENAS AND NOTICES

FORM / TOPIC	DOCUMENT / ACTION	DAYS ALLOWED / REQUIRED	CODE / SOURCE
SUBP-001	Trial/hearing appearance	Reasonable time before appearance	1987
SUBP-002	Trial/hearing appearance + documents	Reasonable time; personal/employee record notice may apply	1987 / 1985.3 / 1985.6
SUBP-010	Business records only - production date	20 days after issue AND 15 days after service; use later	2020.410
Notice	Party attendance at trial/hearing (no subpoena)	10 days before appearance; court may shorten	1987
Notice	Party to bring documents at trial/hearing	20 days before appearance; court may shorten	1987
SUBP-015	Deposition appearance	Reasonable time before deposition	2020.220
SUBP-020	Deposition appearance + records	Reasonable time for travel and records	2020.220
SUBP-025	Consumer/employee notice before production	10 days before production; add mail time if applicable	1985.3 / 1985.6
SUBP-025	Consumer/employee notice before custodian served	5 days before custodian; add mail time if applicable	1985.3 / 1985.6
SUBP-035	Outside-state case - CA business records	20 days after issue AND 15 after service; use later	2029.500 / 2020.410
SUBP-040	Outside-state case - CA deposition appearance	Reasonable time before deposition	SUBP-040 / 2020.220
SUBP-045	Outside-state case - CA appearance + records	Reasonable time for travel and records	SUBP-045 / 2020.220

ENFORCEMENT AND LEVIES

FORM / TOPIC	DOCUMENT / ACTION	DAYS ALLOWED / REQUIRED	CODE / SOURCE
AT-138 / EJ-125	Judgment debtor examination - personal service	30 days before examination	708.110
AT-138 / EJ-125	Third-person examination - personal service	10 days before examination	708.120
Levy	Execution levy by registered server - file papers with levying officer	5 COURT days AFTER levy	699.080
Levy	Attachment levy by registered server - file papers with levying officer	5 COURT days AFTER levy	488.080
Wage order	Wage withholding served by registered server - file with levying officer	5 COURT days AFTER employer service	706.108
EJ-160	Claim of exemption after notice of levy	15 days if personally served; 20 if mailed*	703.520
EJ-170	Opposition to levy claim of exemption	15 days after notice served; mail extension may apply	703.550 / 1013
WG-009	Opposition to wage claim of exemption	10 days after levying officer mails notice	706.105
MC-012	Motion to tax enforcement costs	10 days after costs memo served; mail extension applies	685.070 / 1013

QUICK REFERENCE ONLY. Deadlines may vary by case, service method, local rules, and court orders. Do not rely on this chart alone.

Before serving or filing, confirm the current deadline with the applicable California Superior Court. For legal advice, consult an attorney.

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MOTIONS AND SERVICE METHOD

FORM / TOPIC	DOCUMENT / ACTION	DAYS ALLOWED / REQUIRED	CODE / SOURCE
Motion	Ordinary noticed civil motion	16 COURT days before hearing; exceptions apply	1005
Mail	Within California	Add 5 CALENDAR days where extension applies	1013
Mail	Outside California, within U.S.	Add 10 CALENDAR days where extension applies	1013
Mail	Outside U.S.	Add 20 CALENDAR days where extension applies	1013
Express	Overnight / express delivery	Add 2 COURT days generally; motions: 2 CALENDAR days	1013 / 1005
Fax	If parties agreed in writing	Add 2 COURT days generally; motions: 2 CALENDAR days	1013 / 1005
Electronic	Authorized electronic service	Add 2 COURT days generally; exceptions apply	1010.6

RESTRAINING ORDERS AND SMALL CLAIMS

FORM / TOPIC	DOCUMENT / ACTION	DAYS ALLOWED / REQUIRED	CODE / SOURCE
DV-109	Domestic violence papers - service deadline	Use number of days in issued DV-109, item 6	DV-109
DV-109	Shorter domestic violence service time	Only when court orders it	DV-109
CH-100	Civil harassment petition / TRO / hearing notice	5 days before hearing; court may shorten	527.6
FL-410	Order to show cause for family contempt	16 COURT days before hearing; personal service	FL-410
SC-100	Personal service - defendant IN county	15 days before hearing	116.340 / SC-help
SC-100	Personal service - defendant OUT of county	20 days before hearing	116.340 / SC-help
SC-100	SUBSTITUTED service - defendant IN county	Deliver + MAIL 25 days before hearing	116.340 / SC-help
SC-100	SUBSTITUTED service - defendant OUT of county	Deliver + MAIL 30 days before hearing	116.340 / SC-help
SC-104	File proof of small-claims service with court	5 days before hearing	116.340
Summons	Substituted service completion	10th day AFTER follow-up mailing	415.20

* For personal debts, CCP 703.520(c) may permit an exemption claim after 20 days, but funds may be released after day 20. Service-method extensions have exceptions. The issued papers and applicable law control.

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