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1 **BOREN, OSHER & LUFTMAN LLP**  
2 Paul K. Haines (SBN 248226)  
3 Email: phaines@bollaw.com  
4 Fletcher W. Schmidt (SBN 286462)  
5 Email: fschmidt@bollaw.com  
6 222 N. Sepulveda Blvd., Suite 2222  
7 El Segundo, California 90245  
8 Tel: (310) 322-2220  
9 Fax: (310) 322-2228

**FILED**  
Superior Court of California  
County of Los Angeles

**FEB 17 2015**

Sherrri R. Carter, Executive Officer/Clerk  
By Myrna Beltran Deputy  
Myrna Beltran

Attorneys for Plaintiff and the Classes

D-322 WILLIAM F. HIGABERGER

**SUPERIOR COURT OF THE STATE OF CALIFORNIA**

**COUNTY OF LOS ANGELES**

11 SAMUEL CASTILLO, as an individual and on  
12 behalf of all others similarly situated,

13 Plaintiff,

14 vs.

15 CALIBER BODYWORKS OF TEXAS, INC., a  
16 Texas Corporation, and DOES 1 through 10,

17 Defendants.

CASE NO. **BC572767**

**CLASS ACTION COMPLAINT**

- 18 (1) **MINIMUM WAGE VIOLATIONS (LABOR CODE §§ 1182.12, 1194, 1194.2, 1197);**
- 19 (2) **FAILURE TO PAY ALL OVERTIME WAGES (LABOR CODE §§ 204, 510, 558, 1194, 1198);**
- 20 (3) **WAITING TIME PENALTIES (LABOR CODE §§ 201 – 203);**
- 21 (4) **UNFAIR COMPETITION (BUS & PROF CODE § 17200 et seq.);**
- 22 (5) **WAGE STATEMENT VIOLATIONS (LABOR CODE § 226 et seq.);**
- 23 (6) **REST PERIOD VIOLATIONS (LABOR CODE §§ 226.7, 516 AND 558);**
- 24 (7) **FAILURE TO REIMBURSE EMPLOYEES FOR NECESSARY EXPENDITURES (LABOR CODE §§2802 & 2804);**

25 **DEMAND FOR JURY TRIAL**  
26 **UNLIMITED CIVIL CASE**

RECEIPT # : CCH260197983  
 DATE PAID : 02/17/15 01:53 PM  
 PAYMENT : \$1,435.00  
 RECEIVED :  
 CHECK # :  
 CASH : \$0.00  
 CHARGE CARD : \$0.00  
 DEBIT CARD : \$0.00

CIT/CASE : BC572767  
LEA/DEF# :

1 Plaintiff Samuel Castillo ("Plaintiff") on behalf of himself and all others similarly  
2 situated, hereby brings this Class Action Complaint against Defendants Caliber Bodyworks of  
3 Texas, Inc., a Texas Corporation, and DOES 1 through 10 (collectively "Defendants"),  
4 inclusive, and on information and belief alleges as follows:

5 **JURISDICTION**

6 1. Plaintiff, on behalf of himself and all others similarly situated, hereby brings this  
7 class action for recovery of unpaid wages and penalties under California Business and  
8 Professions Code §17200, *et. seq.*, California Labor Code §§ 201-204, 210, 216, 226, 226.3,  
9 510, 516, 558, 1174, 1194, 1197, 1198, 2802, and Industrial Welfare Commission Wage Order  
10 No. 4-2001, in addition to seeking restitution. This class action is brought pursuant to  
11 California Code of Civil Procedure 382. This Court has jurisdiction over Defendants' violations  
12 of the California Labor Code because the amount in controversy exceeds this Court's  
13 jurisdictional minimum.

14 **VENUE**

15 2. Venue as to each Defendant is proper in this judicial district pursuant to  
16 California Code of Civil Procedure §§ 395(a) and 395.5, as at least some of the acts and  
17 omissions complained of hereon occurred in the County of Los Angeles. Further, Plaintiff does  
18 now, and at all times relevant herein did, reside in Los Angeles County and was employed by  
19 Defendants within Los Angeles County.

20 **PARTIES**

21 3. Plaintiff is an individual over the age of eighteen (18). At all relevant times  
22 herein, Plaintiff was and currently is a California resident, residing in the county of Los  
23 Angeles. During the four years immediately preceding the filing of the Complaint in this action  
24 and within the statute of limitations periods applicable to each cause of action pled herein,  
25 Plaintiff was employed by Defendants as an hourly non-exempt employee. Plaintiff was, and is,  
26 a victim of Defendants' policies and/or practices complained of herein, lost money and/or  
27 property, and has been deprived of the rights guaranteed to him by California Labor Code §§  
28 201-204, 210, 216, 226, 226.3, 226.7, 510, 516, 558, 1174, 1182.12, 1194, 1194.2, 1197, 1198,

1 2698 et seq., 2802, California Business and Professions Code § 17200 *et seq.* (Unfair  
2 Competition), and Industrial Welfare Commission Wage Order No. 4-2001 (hereinafter “Wage  
3 Order 4”), which sets employment standards for the automobile dealership industry.

4 4. Plaintiff is informed and believes, and based thereon alleges, that during the four  
5 years preceding the filing of the Complaint and continuing to the present, Defendants did (and  
6 do) business by operating various automobile dealerships and accompanying service stations  
7 throughout Los Angeles, California, and employed Plaintiff and other, similarly-situated hourly  
8 non-exempt employees within Los Angeles County as mechanics, auto technicians, and  
9 similarly titled positions and, therefore, were (and are) doing business in Los Angeles County  
10 and the State of California.

11 5. Plaintiff is informed, and believes, and thereon alleges, that at all times  
12 mentioned herein, Defendant Caliber Bodyworks of Texas, Inc., a Texas corporation, is licensed  
13 to do business in California and the County of Los Angeles.

14 6. Plaintiff is informed and believes, and thereon alleges, that at all times  
15 mentioned herein, Defendants were licensed to do business in California and the County of Los  
16 Angeles, and were the employers of Plaintiff and the Classes (as defined in Paragraph 18).

17 7. Plaintiff does not know the true names or capacities, whether individual, partner,  
18 or corporate, of the Defendants sued herein as DOES 1 to 10, inclusive, and for that reason, said  
19 Defendants are sued under such fictitious names, and Plaintiff will seek leave from this Court to  
20 amend this Complaint when such true names and capacities are discovered. Plaintiff is  
21 informed and believes, and thereon alleges, that each of said fictitious Defendants, whether  
22 individual, partners, agents, or corporate, was responsible in some manner for the acts and  
23 omissions alleged herein, and proximately caused Plaintiff and the Classes to be subject to the  
24 unlawful employment practices, wrongs, injuries and damages complained of herein.

25 8. At all times herein mentioned, each of said Defendants participated in the doing  
26 of the acts hereinafter alleged to have been done by the named Defendants; and each of them,  
27 were the agents, servants, and employees of each and every one of the other Defendants, as well  
28 as the agents of all Defendants, and at all times herein mentioned were acting within the course

1 and scope of said agency and employment. Defendants, and each of them, approved of,  
2 condoned, and/or otherwise ratified each and every one of the acts or omissions complained of  
3 herein.

4 9. At all times mentioned herein, Defendants, and each of them, were members of  
5 and engaged in a joint venture, partnership, and common enterprise, and acting within the  
6 course and scope of and in pursuance of said joint venture, partnership, and common enterprise.  
7 Further, Plaintiff alleges that all Defendants were joint employers for all purposes of Plaintiff  
8 and all Class Members.

9 **GENERAL FACTUAL ALLEGATIONS**

10 10. From approximately 2007 to January 2015, Plaintiff was employed by  
11 Defendants as a non-exempt employee in the positions of an automobile technician or mechanic  
12 in Santa Clarita, California.

13 11. During Plaintiff's employment, Plaintiff was paid on a piece-rate (or flag-rate)  
14 system for each task that he performed. Plaintiff was paid the assigned piece-rate hours per  
15 task, regardless of the time it actually took him to perform such tasks. For example, if a task  
16 were assigned a value of .8 hours, Plaintiff would be paid .8 hours for performing this task  
17 irrespective of whether it took him 10 minutes or 90 minutes to perform the task.

18 12. Although Plaintiff recorded his hours worked during his employment, he was  
19 only paid per the piece-rate system described in the preceding paragraph. As a result,  
20 Defendants did not pay Plaintiff for all hours worked at the minimum wage, as Defendants  
21 failed to pay Plaintiff for non-productive hours, i.e., hours that he was not performing piece-rate  
22 work. Rather, Defendants attempted to use an averaging method of meeting their minimum  
23 wage obligations (i.e., dividing daily piece-rate earnings by daily hours worked), which is  
24 unlawful under California law.

25 13. In addition, Defendants paid Plaintiff non-discretionary bonuses such as (called  
26 "Csep Q Bonus"), and other forms of compensation that are not excludable from the regular rate  
27 of pay (hereinafter "Incentive Pay").  
28

1 14. Despite Defendants' payment of Incentive Pay to Plaintiff, Defendants failed to  
2 include all forms of Incentive Pay when calculating Plaintiff's regular rate of pay, thereby  
3 further causing Plaintiff to be underpaid all of his required overtime wages. Therefore,  
4 although Plaintiff routinely worked more than eight hours per work day and/or more than forty  
5 hours per work week, he did not receive overtime compensation equal to one and a half times  
6 his regular rate of pay for working overtime hours.

7 15. Moreover, as a result of only paying Plaintiff for piece-rate work performed,  
8 Defendants failed to maintain any compensation system of compensating for rest periods,  
9 because Defendants did not "separately compensate [putative class members] for rest periods."  
10 *Bluford v. Safeway Inc.*, 216 Cal. App. 4th 864 (2013) ("There is no dispute that Safeway's  
11 activity-based compensation system did not separately compensate drivers for their rest  
12 periods.").

13 16. Defendants also required Plaintiff and the other Class Members to purchase tools  
14 that were required to perform their job duties and other reasonable and necessary work  
15 expenditures, but failed to reimburse them for these tools which were necessary for the  
16 performance of their job duties.

17 17. As a result of Defendants' failure to pay all overtime and minimum wages,  
18 Defendants maintained inaccurate payroll records and issued inaccurate wage statements to  
19 Plaintiff.

20 **CLASS DEFINITIONS**

21 18. Class Definition: Plaintiff brings this action on behalf of himself and the  
22 following Classes pursuant to Section 382 of the Code of Civil Procedure:

23 a. The Minimum Wage Class consists of all Defendants' current and former hourly  
24 non-exempt employees in California who worked as mechanics, auto technicians, or in similarly  
25 titled positions, and were compensated according to Defendants' piece-rate compensation  
26 system, during the four years immediately preceding the filing of the Complaint through the  
27 present.

1           b.     The Overtime Class consists of all Defendants' current and former hourly non-  
2 exempt employees in California who worked as mechanics, auto technicians, or in similarly  
3 titled positions, and who were not paid for all overtime hours worked due to: (a) Defendants'  
4 piece-rate compensation system; and/or (b) their receipt of Incentive Pay and overtime  
5 compensation in a corresponding time period, during the four years immediately preceding the  
6 filing of the Complaint through the present.

7           c.     The Employee Expense Class consists of all Defendants' current and former  
8 hourly non-exempt employees in California who worked as mechanics, auto technicians, or in  
9 similarly titled positions, and who were required to purchase tools, and other reasonable and  
10 necessary work expenditures without reimbursement during the four years immediately  
11 preceding the filing of this Complaint through the present date.

12           d.     The Waiting Time Penalty Class consists of Defendants' formerly employed  
13 members of the: (1) Minimum Wage Class, whom Defendants failed to pay for all hours  
14 worked, due to Defendants' piece-rate compensation system; and/or (2) Overtime Class, who  
15 were not paid for all overtime hours worked due to: (a) Defendants' piece-rate compensation  
16 system; and/or (b) their receipt of Incentive Pay and overtime compensation in a corresponding  
17 time period, and who separated from employment during the three years immediately preceding  
18 the filing of the Complaint through the present.

19           e.     The Wage Statement Class consists of the members of the: (1) Minimum Wage  
20 Class, whom Defendants failed to pay for all hours worked, due to Defendants' piece-rate  
21 compensation system; and/or (2) Overtime Class, who were not paid for all overtime hours  
22 worked due to: (a) Defendants' piece-rate compensation system; and/or (b) their receipt of  
23 Incentive Pay and overtime compensation in a corresponding time period, during the one year  
24 immediately preceding the filing of the Complaint through the present.

25           f.     The Rest Period Class consists of all Defendants' current and former hourly non-  
26 exempt employees in California who worked as mechanics or in similarly titled positions, and  
27 were compensated according to Defendants' piece-rate compensation system, and who worked  
28

1 a shift in excess of 3.5 hours, during the four years immediately preceding the filing of the  
2 Complaint through the present.

3 19. **Numerosity/Ascertainability:** The members of the Classes are so numerous  
4 that joinder of all members would be unfeasible and not practicable. The membership of the  
5 classes and subclasses are unknown to Plaintiff at this time; however, it is estimated that the  
6 Classes number greater than one hundred (100) individuals as to each Class. The identity of  
7 such membership is readily ascertainable via inspection of Defendants' employment records.

8 20. **Common Questions of Law and Fact Predominate/Well Defined Community**  
9 **of Interest:** There are common questions of law and fact as to Plaintiff and all other similarly  
10 situated employees, which predominate over questions affecting only individual members  
11 including, without limitation to:

12 a. Whether Defendants violated the applicable Labor Code provisions including,  
13 but not limited to §§510 and 1194 by requiring overtime work and not paying for said work  
14 according to the overtime laws of the State of California;

15 b. Whether Defendants failed to properly include all forms of compensation when  
16 computing the respective regular rates for members of the Overtime Class;

17 c. Whether Defendants' policies and/or practices for determining the regular rate of  
18 pay for purposes of overtime compensation to the Overtime Class violated California law;

19 d. Whether Defendants' piece-rate compensation system failed to pay members of  
20 the Minimum Wage Class for all hours worked;

21 e. Whether Defendants' policies and/or practices for the timing and amount of  
22 payment of final wages to members of the Waiting Time Class at the time of separation from  
23 employment were unlawful;

24 f. Whether Defendants' policies and/or practices caused Plaintiff and the Employee  
25 Expense Class to not be reimbursed for all necessary work expenditures.

26 18. **Predominance of Common Questions:** Common questions of law and fact  
27 predominate over questions that affect only individual members of the Classes. The common  
28 questions of law set forth above are numerous and substantial and stem from Defendants'

1 policies and/or practices applicable to each individual class member, such as their uniform  
2 compensation system of compensating members of the Minimum Wage Class on a piece-rate  
3 basis only, and uniform method of calculating overtime payments for the members of the  
4 Overtime Class. As such, these common questions predominate over individual questions  
5 concerning each individual class member's showing as to his or her eligibility for recovery or as  
6 to the amount of his or her damages.

7       22.    **Typicality:** The claims of Plaintiff are typical of the claims of the Classes  
8 because Plaintiff was employed by Defendants as a non-exempt employee in California during  
9 the statutes of limitation applicable to each cause of action pled in the Complaint in this action.  
10 As alleged herein, Plaintiff, like the members of the Classes, was deprived of all minimum and  
11 overtime wages, and was not paid all wages owed at the time of termination.

12       23.    **Adequacy of Representation:** Plaintiff is fully prepared to take all necessary  
13 steps to represent fairly and adequately the interests of the members of the Classes. Moreover,  
14 Plaintiff's attorneys are ready, willing and able to fully and adequately represent the members  
15 of the Classes and Plaintiff. Plaintiff's attorneys have prosecuted and defended numerous  
16 wage-and-hour class actions in state and federal courts in the past and are committed to  
17 vigorously prosecuting this action on behalf of the members of the classes.

18       24.    **Superiority:** The California Labor Code is broadly remedial in nature and  
19 serves an important public interest in establishing minimum working conditions and standards  
20 in California. These laws and labor standards protect the average working employee from  
21 exploitation by employers who have the responsibility to follow the laws and who may seek to  
22 take advantage of superior economic and bargaining power in setting onerous terms and  
23 conditions of employment. The nature of this action and the format of laws available to  
24 Plaintiff and members of the Classes make the class action format a particularly efficient and  
25 appropriate procedure to redress the violations alleged herein. If each employee were required  
26 to file an individual lawsuit, Defendants would necessarily gain an unconscionable advantage  
27 since they would be able to exploit and overwhelm the limited resources of each individual  
28 plaintiff with their vastly superior financial and legal resources. Moreover, requiring each



1 member of the Classes to pursue an individual remedy would also discourage the assertion of  
2 lawful claims by employees who would be disinclined to file an action against their former  
3 and/or current employer for real and justifiable fear of retaliation and permanent damages to  
4 their careers at subsequent employment. Further, the prosecution of separate actions by the  
5 individual class members, even if possible, would create a substantial risk of inconsistent or  
6 varying verdicts or adjudications with respect to the individual class members against  
7 Defendants herein; and which would establish potentially incompatible standards of conduct for  
8 Defendants; and/or legal determinations with respect to individual class members which would,  
9 as a practical matter, be dispositive of the interest of the other class members not parties to  
10 adjudications or which would substantially impair or impede the ability of the class members to  
11 protect their interests. Further, the claims of the individual members of the class are not  
12 sufficiently large to warrant vigorous individual prosecution considering all of the concomitant  
13 costs and expenses attending thereto.

14 25. As such, the Classes identified in Paragraph 18 are maintainable under Section  
15 382 of the Code of Civil Procedure.

16 **FIRST CLAIM**

17 **FAILURE TO PAY MINIMUM WAGES**

18 **(AGAINST ALL DEFENDANTS)**

19 26. Plaintiff re-alleges and incorporates by reference paragraphs 1 through 25 as  
20 though fully set forth herein.

21 27. Wage Order 4, § 4 and California Labor Code §§ 1197 and 1182.12 establish the  
22 right of employees to be paid minimum wages for all hours worked, in amounts set by state law.  
23 Labor Code §§ 1194(a) and 1194.2(a) provide that an employee who has not been paid the legal  
24 minimum wage as required by Labor Code § 1197 may recover the unpaid balance together  
25 with attorneys' fees and costs of suit, as well as liquidated damages in an amount equal to the  
26 unpaid wages and interest accrued thereon.

27 28. At all relevant times herein, Defendants failed to conform their pay practices to  
28 the requirements of the law. This unlawful conduct includes, but is not limited to Defendants'

1 uniform piece-rate compensation structure for members of the Minimum Wage Class, which  
2 resulted in these individuals only being paid on Defendants' piece-rate system, as opposed to  
3 being paid for all hours worked. As a result, Plaintiff and members of the Minimum Wage  
4 Class were not paid for all hours worked. Accordingly, Plaintiff and members of the Minimum  
5 Wage Class were not compensated for all hours worked including, but not limited to, all hours  
6 they were subject to the control of Defendants and/or suffered or permitted to work under the  
7 California Labor Code and Wage Order 4.

8 29. Defendants' policy and practice of not paying all minimum wages violates  
9 California Labor Code §§ 204, 210, 216, 558, 1182.12, 1197.1, 1198, and Wage Order 4.

10 30. Such a practice and uniform administration of corporate policy regarding illegal  
11 employee compensation is unlawful and creates an entitlement to recovery by Plaintiff and  
12 members of the Minimum Wage Class in a civil action for the unpaid amount of minimum  
13 wages, liquidated damages, including interest thereon, statutory penalties, civil penalties,  
14 attorneys' fees, and costs of suit according to California Labor Code §§ 204, 210, 216, 558,  
15 1194 *et seq.*, 1194.2, 1198, and Code of Civil Procedure § 1021.5.

16 31. As a consequence of Defendants' non-payment of minimum wages, Plaintiff and  
17 members of the Minimum Wage Class seek penalties pursuant to Wage Order 4, § 20(A) and  
18 California Labor Code § 1199; interest pursuant to California Labor Code §§ 218.6 and 1194  
19 and Civil Code §§ 3287 and 3289; liquidated damages pursuant to California Labor Code §  
20 1194.2; and attorneys' fees and costs of suit pursuant to California Labor Code § 1194 *et seq.*

21 **SECOND CLAIM**

22 **FAILURE TO PAY OVERTIME WAGES**

23 **(AGAINST ALL DEFENDANTS)**

24 32. Plaintiff re-alleges and incorporates by reference paragraphs 1 through 31 as  
25 though fully set forth herein.

26 33. This cause of action is brought on behalf of the Overtime Class pursuant to  
27 Labor Code §§ 204, 510, 558, 1194, and 1198, which provide that hourly non-exempt  
28 employees are entitled to all overtime wages and compensation for hours worked, and provide a

1 private right of action for the failure to pay all overtime compensation for overtime work  
2 performed.

3 34. Plaintiff and members of the Overtime Class worked overtime hours and were  
4 paid various forms of Incentive Pay, which are not statutory exclusions when calculating an  
5 employee's regular rate. At all times relevant herein, Defendants were required to properly  
6 compensate non-exempt employees, including Plaintiff and members of the Overtime Class, for  
7 all overtime hours worked pursuant to California Labor Code § 1194 and Wage Order 4. Wage  
8 Order 4, § 3 requires an employer to pay an employee "one and one-half (1½) times the  
9 employee's regular rate of pay" for work in excess of 8 hours per work day and/or in excess of  
10 40 hours of work in the workweek. Wage Order 4, § 3 also requires an employer to pay an  
11 employee double the employee's regular rate of pay for work in excess of 12 hours each work  
12 day and/or for work in excess of 8 hours on the seventh consecutive day of work in the  
13 workweek.

14 35. Plaintiff is informed and believes, and based thereon alleges that, Defendants  
15 regularly and systematically, as a policy and practice, miscalculated the overtime rate of pay by  
16 failing to properly include the various forms of Incentive Pay paid to Plaintiff and members of  
17 the Overtime Class, which are not statutory exclusions when calculating an employee's regular  
18 rate of pay. Rather, Plaintiff and members of the Overtime Class were only paid one-and-a-half  
19 times their base rate, which was not equal to the regular rate, as Defendants failed to include the  
20 various forms of Incentive Pay earned during corresponding periods that were required to be  
21 included in the regular rate, but were not. Accordingly, Plaintiff and members of the Overtime  
22 Class were not compensated at the appropriate rates of overtime pay for all hours worked.  
23 Moreover, Defendants' piece-rate compensation system resulted in these individuals not being  
24 compensated for all hours worked, nor were they compensated for all hours worked.

25 36. Defendants' policy and practice of requiring overtime work and not paying at the  
26 proper overtime rates for said work violates California Labor Code §§ 204, 210, 216, 510, 558,  
27 1194, and 1198, and Wage Order 4.













- 1 5. Upon the Second Cause of Action, for compensatory, consequential, general and  
2 special damages according to proof pursuant to Labor Code §§ 204, 510, 558,  
3 1194, and 1198;
- 4 6. Upon the Third Cause of Action, for statutory waiting time penalties pursuant to  
5 Labor Code § 203;
- 6 7. Upon the Fourth Cause of Action, for injunctive relief and restitution to Plaintiff  
7 and members of the Classes of all money and/or property unlawfully acquired by  
8 Defendants by means of any acts or practices declared by this Court to be in  
9 violation of Business and Professions Code § 17200 *et seq.*;
- 10 8. Upon the Fifth Cause of Action, for statutory penalties pursuant to Labor Code §  
11 226;
- 12 9. Upon the Sixth Cause of Action for compensatory, consequential, general and  
13 special damages according to proof pursuant to Labor Code §§ 226.7, 516 and  
14 558;
- 15 10. Upon the Seventh Cause of Action, for compensatory, consequential, general and  
16 special damages according to proof pursuant to Labor Code §§ 2802 and 2804;
- 17 11. Prejudgment interest on all due and unpaid wages pursuant to California Labor  
18 Code § 218.6 and Civil Code §§ 3287 and 3289;
- 19 12. On all causes of action, for attorneys' fees and costs as provided by Labor Code  
20 §§ 226, 1194 *et seq.*, 2802, and Code of Civil Procedure § 1021.5.
- 21 13. For such other and further relief the Court may deem just and proper.

22  
23  
24 Dated: February 17, 2015

Respectfully submitted,  
BOREN, OSHER & LUFTMAN LLP

25  
26 By:



Paul K. Haines  
Attorneys for Plaintiff

1 **DEMAND FOR JURY TRIAL**

2 Plaintiff hereby demands a jury trial with respect to all issues triable by jury.

3  
4 Dated: February 17, 2015

BOREN, OSHER & LUFTMAN LLP

5  
6 By:



Paul K. Haines  
Attorneys for Plaintiff

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02/17/2015

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):  
 Paul K. Haines (SBN 248226)  
 Boren, Osher & Luftman, LLP  
 222 N. Sepulveda Blvd., Suite 2222  
 El Segundo, CA 90245  
 TELEPHONE NO.: 310-322-2220 FAX NO.: 310-322-2228  
 ATTORNEY FOR (Name): Plaintiff Samuel Castillo

FOR COURT USE ONLY  
**FILED**  
 Superior Court of California  
 County of Los Angeles  
**FEB 17 2015**  
 Sherri R. Carter, Executive Officer/Clerk  
 By Myrna Beltran Deputy  
 Myrna Beltran

SUPERIOR COURT OF CALIFORNIA, COUNTY OF Los Angeles  
 STREET ADDRESS: 111 N. Hill Street  
 MAILING ADDRESS: same  
 CITY AND ZIP CODE: Los Angeles, 90012  
 BRANCH NAME: Central

CASE NAME:  
 Samuel Castillo v. Caliber Bodyworks of Texas, Inc.

**CIVIL CASE COVER SHEET**  
 **Unlimited** (Amount demanded exceeds \$25,000)  
 **Limited** (Amount demanded is \$25,000 or less)

**Complex Case Designation**  
 **Counter**  **Joinder**  
 Filed with first appearance by defendant (Cal. Rules of Court, rule 3.402)

CASE NUMBER:  
**BC572767**  
 JUDGE:  
 DEPT:

Items 1-6 below must be completed (see instructions on page 2).

1. Check one box below for the case type that best describes this case:

<p><b>Auto Tort</b></p> <input type="checkbox"/> Auto (22) <input type="checkbox"/> Uninsured motorist (46) <p><b>Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort</b></p> <input type="checkbox"/> Asbestos (04) <input type="checkbox"/> Product liability (24) <input type="checkbox"/> Medical malpractice (45) <input type="checkbox"/> Other PI/PD/WD (23) <p><b>Non-PI/PD/WD (Other) Tort</b></p> <input type="checkbox"/> Business tort/unfair business practice (07) <input type="checkbox"/> Civil rights (08) <input type="checkbox"/> Defamation (13) <input type="checkbox"/> Fraud (16) <input type="checkbox"/> Intellectual property (19) <input type="checkbox"/> Professional negligence (25) <input type="checkbox"/> Other non-PI/PD/WD tort (35) <p><b>Employment</b></p> <input type="checkbox"/> Wrongful termination (36) <input checked="" type="checkbox"/> Other employment (15)	<p><b>Contract</b></p> <input type="checkbox"/> Breach of contract/warranty (06) <input type="checkbox"/> Rule 3.740 collections (09) <input type="checkbox"/> Other collections (09) <input type="checkbox"/> Insurance coverage (18) <input type="checkbox"/> Other contract (37) <p><b>Real Property</b></p> <input type="checkbox"/> Eminent domain/Inverse condemnation (14) <input type="checkbox"/> Wrongful eviction (33) <input type="checkbox"/> Other real property (26) <p><b>Unlawful Detainer</b></p> <input type="checkbox"/> Commercial (31) <input type="checkbox"/> Residential (32) <input type="checkbox"/> Drugs (38) <p><b>Judicial Review</b></p> <input type="checkbox"/> Asset forfeiture (05) <input type="checkbox"/> Petition re: arbitration award (11) <input type="checkbox"/> Writ of mandate (02) <input type="checkbox"/> Other judicial review (39)	<p><b>Provisionally Complex Civil Litigation (Cal. Rules of Court, rules 3.400-3.403)</b></p> <input type="checkbox"/> Antitrust/Trade regulation (03) <input type="checkbox"/> Construction defect (10) <input type="checkbox"/> Mass tort (40) <input type="checkbox"/> Securities litigation (28) <input type="checkbox"/> Environmental/Toxic tort (30) <input type="checkbox"/> Insurance coverage claims arising from the above listed provisionally complex case types (41) <p><b>Enforcement of Judgment</b></p> <input type="checkbox"/> Enforcement of judgment (20) <p><b>Miscellaneous Civil Complaint</b></p> <input type="checkbox"/> RICO (27) <input type="checkbox"/> Other complaint (not specified above) (42) <p><b>Miscellaneous Civil Petition</b></p> <input type="checkbox"/> Partnership and corporate governance (21) <input type="checkbox"/> Other petition (not specified above) (43)
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2. This case  is  is not complex under rule 3.400 of the California Rules of Court. If the case is complex, mark the factors requiring exceptional judicial management:
- |  |  |
|--|--|
| a. <input type="checkbox"/> Large number of separately represented parties   | d. <input checked="" type="checkbox"/> Large number of witnesses   |
| b. <input type="checkbox"/> Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve | e. <input type="checkbox"/> Coordination with related actions pending in one or more courts in other counties, states, or countries, or in a federal court |
| c. <input checked="" type="checkbox"/> Substantial amount of documentary evidence  | f. <input type="checkbox"/> Substantial postjudgment judicial supervision  |
3. Remedies sought (check all that apply): a.  monetary b.  nonmonetary; declaratory or injunctive relief c.  punitive
4. Number of causes of action (specify): 7: Minimum Wage Violations, Failure to Pay All Overtime Wages, etc.
5. This case  is  is not a class action suit.
6. If there are any known related cases, file and serve a notice of related case. (You may use form CM-015.)

Date: February 17, 2015  
 Paul K. Haines  
 (TYPE OR PRINT NAME)

  
 (SIGNATURE OF PARTY OR ATTORNEY FOR PARTY)

**NOTICE**

- Plaintiff must file this cover sheet with the first paper filed in the action or proceeding (except small claims cases or cases filed under the Probate Code, Family Code, or Welfare and Institutions Code). (Cal. Rules of Court, rule 3.220.) Failure to file may result in sanctions.
- File this cover sheet in addition to any cover sheet required by local court rule.
- If this case is complex under rule 3.400 et seq. of the California Rules of Court, you must serve a copy of this cover sheet on all other parties to the action or proceeding.
- Unless this is a collections case under rule 3.740 or a complex case, this cover sheet will be used for statistical purposes only.

## INSTRUCTIONS ON HOW TO COMPLETE THE COVER SHEET

**To Plaintiffs and Others Filing First Papers.** If you are filing a first paper (for example, a complaint) in a civil case, you **must** complete and file, along with your first paper, the *Civil Case Cover Sheet* contained on page 1. This information will be used to compile statistics about the types and numbers of cases filed. You must complete items 1 through 6 on the sheet. In item 1, you must check **one** box for the case type that best describes the case. If the case fits both a general and a more specific type of case listed in item 1, check the more specific one. If the case has multiple causes of action, check the box that best indicates the **primary** cause of action. To assist you in completing the sheet, examples of the cases that belong under each case type in item 1 are provided below. A cover sheet must be filed only with your initial paper. Failure to file a cover sheet with the first paper filed in a civil case may subject a party, its counsel, or both to sanctions under rules 2.30 and 3.220 of the California Rules of Court.

**To Parties in Rule 3.740 Collections Cases.** A "collections case" under rule 3.740 is defined as an action for recovery of money owed in a sum stated to be certain that is not more than \$25,000, exclusive of interest and attorney's fees, arising from a transaction in which property, services, or money was acquired on credit. A collections case does not include an action seeking the following: (1) tort damages, (2) punitive damages, (3) recovery of real property, (4) recovery of personal property, or (5) a prejudgment writ of attachment. The identification of a case as a rule 3.740 collections case on this form means that it will be exempt from the general time-for-service requirements and case management rules, unless a defendant files a responsive pleading. A rule 3.740 collections case will be subject to the requirements for service and obtaining a judgment in rule 3.740.

**To Parties in Complex Cases.** In complex cases only, parties must also use the *Civil Case Cover Sheet* to designate whether the case is complex. If a plaintiff believes the case is complex under rule 3.400 of the California Rules of Court, this must be indicated by completing the appropriate boxes in items 1 and 2. If a plaintiff designates a case as complex, the cover sheet must be served with the complaint on all parties to the action. A defendant may file and serve no later than the time of its first appearance a joinder in the plaintiff's designation, a counter-designation that the case is not complex, or, if the plaintiff has made no designation, a designation that the case is complex.

## CASE TYPES AND EXAMPLES

## Auto Tort

- Auto (22)—Personal Injury/Property Damage/Wrongful Death
- Uninsured Motorist (46) (*if the case involves an uninsured motorist claim subject to arbitration, check this item instead of Auto*)

## Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort

- Asbestos (04)
  - Asbestos Property Damage
  - Asbestos Personal Injury/Wrongful Death
- Product Liability (*not asbestos or toxic/environmental*) (24)
- Medical Malpractice (45)
  - Medical Malpractice—Physicians & Surgeons
  - Other Professional Health Care Malpractice
- Other PI/PD/WD (23)
  - Premises Liability (e.g., slip and fall)
  - Intentional Bodily Injury/PD/WD (e.g., assault, vandalism)
  - Intentional Infliction of Emotional Distress
  - Negligent Infliction of Emotional Distress
- Other PI/PD/WD

## Non-PI/PD/WD (Other) Tort

- Business Tort/Unfair Business Practice (07)
- Civil Rights (e.g., discrimination, false arrest) (*not civil harassment*) (08)
- Defamation (e.g., slander, libel) (13)
- Fraud (16)
- Intellectual Property (19)
- Professional Negligence (25)
  - Legal Malpractice
  - Other Professional Malpractice (*not medical or legal*)
- Other Non-PI/PD/WD Tort (35)

## Employment

- Wrongful Termination (36)
- Other Employment (15)

## Contract

- Breach of Contract/Warranty (06)
- Breach of Rental/Lease Contract (*not unlawful detainer or wrongful eviction*)
- Contract/Warranty Breach—Seller Plaintiff (*not fraud or negligence*)
- Negligent Breach of Contract/Warranty
- Other Breach of Contract/Warranty
- Collections (e.g., money owed, open book accounts) (09)
- Collection Case—Seller Plaintiff
- Other Promissory Note/Collections Case
- Insurance Coverage (*not provisionally complex*) (18)
  - Auto Subrogation
  - Other Coverage
- Other Contract (37)
  - Contractual Fraud
  - Other Contract Dispute

## Real Property

- Eminent Domain/Inverse Condemnation (14)
- Wrongful Eviction (33)
- Other Real Property (e.g., quiet title) (26)
  - Writ of Possession of Real Property
  - Mortgage Foreclosure
  - Quiet Title
  - Other Real Property (*not eminent domain, landlord/tenant, or foreclosure*)

## Unlawful Detainer

- Commercial (31)
- Residential (32)
- Drugs (38) (*if the case involves illegal drugs, check this item; otherwise, report as Commercial or Residential*)

## Judicial Review

- Asset Forfeiture (05)
- Petition Re: Arbitration Award (11)
- Writ of Mandate (02)
  - Writ—Administrative Mandamus
  - Writ—Mandamus on Limited Court Case Matter
  - Writ—Other Limited Court Case Review
- Other Judicial Review (39)
  - Review of Health Officer Order
  - Notice of Appeal—Labor Commissioner Appeals

## Provisionally Complex Civil Litigation (Cal. Rules of Court Rules 3.400–3.403)

- Antitrust/Trade Regulation (03)
- Construction Defect (10)
- Claims Involving Mass Tort (40)
- Securities Litigation (28)
- Environmental/Toxic Tort (30)
- Insurance Coverage Claims (*arising from provisionally complex case type listed above*) (41)

## Enforcement of Judgment

- Enforcement of Judgment (20)
- Abstract of Judgment (Out of County)
- Confession of Judgment (*non-domestic relations*)
- Sister State Judgment
- Administrative Agency Award (*not unpaid taxes*)
- Petition/Certification of Entry of Judgment on Unpaid Taxes
- Other Enforcement of Judgment Case

## Miscellaneous Civil Complaint

- RICO (27)
- Other Complaint (*not specified above*) (42)
- Declaratory Relief Only
- Injunctive Relief Only (*non-harassment*)
- Mechanics Lien
- Other Commercial Complaint Case (*non-tort/non-complex*)
- Other Civil Complaint (*non-tort/non-complex*)

## Miscellaneous Civil Petition

- Partnership and Corporate Governance (21)
- Other Petition (*not specified above*) (43)
  - Civil Harassment
  - Workplace Violence
  - Elder/Dependent Adult Abuse
  - Election Contest
  - Petition for Name Change
  - Petition for Relief From Late Claim
- Other Civil Petition

**CIVIL CASE COVER SHEET ADDENDUM AND  
STATEMENT OF LOCATION  
(CERTIFICATE OF GROUNDS FOR ASSIGNMENT TO COURTHOUSE LOCATION)**

**This form is required pursuant to Local Rule 2.0 in all new civil case filings in the Los Angeles Superior Court.**

**Item I.** Check the types of hearing and fill in the estimated length of hearing expected for this case:

JURY TRIAL?  YES CLASS ACTION?  YES LIMITED CASE?  YES TIME ESTIMATED FOR TRIAL 5  HOURS/  DAYS

**Item II.** Indicate the correct district and courthouse location (4 steps – If you checked “Limited Case”, skip to Item III, Pg. 4):

**Step 1:** After first completing the Civil Case Cover Sheet form, find the main Civil Case Cover Sheet heading for your case in the left margin below, and, to the right in Column **A**, the Civil Case Cover Sheet case type you selected.

**Step 2:** Check one Superior Court type of action in Column **B** below which best describes the nature of this case.

**Step 3:** In Column **C**, circle the reason for the court location choice that applies to the type of action you have checked. For any exception to the court location, see Local Rule 2.0.

**Applicable Reasons for Choosing Courthouse Location (see Column C below)**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>1. Class actions must be filed in the Stanley Mosk Courthouse, central district.</li> <li>2. May be filed in central (other county, or no bodily injury/property damage).</li> <li>3. Location where cause of action arose.</li> <li>4. Location where bodily injury, death or damage occurred.</li> <li>5. Location where performance required or defendant resides.</li> </ul> | <ul style="list-style-type: none"> <li>6. Location of property or permanently garaged vehicle.</li> <li>7. Location where petitioner resides.</li> <li>8. Location wherein defendant/respondent functions wholly.</li> <li>9. Location where one or more of the parties reside.</li> <li>10. Location of Labor Commissioner Office</li> </ul> |
|---|---|

**Step 4:** Fill in the information requested on page 4 in Item III; complete Item IV. Sign the declaration.

	<b>A</b> Civil Case Cover Sheet Category No.	<b>B</b> Type of Action (Check only one)	<b>C</b> Applicable Reasons - See Step 3 Above
Auto Tort	Auto (22)	<input type="checkbox"/> A7100 Motor Vehicle - Personal Injury/Property Damage/Wrongful Death	1., 2., 4.
	Uninsured Motorist (46)	<input type="checkbox"/> A7110 Personal Injury/Property Damage/Wrongful Death – Uninsured Motorist	1., 2., 4.
Other Personal Injury/Property Damage/Wrongful Death/Tort	Asbestos (04)	<input type="checkbox"/> A6070 Asbestos Property Damage	2.
		<input type="checkbox"/> A7221 Asbestos - Personal Injury/Wrongful Death	2.
	Product Liability (24)	<input type="checkbox"/> A7260 Product Liability (not asbestos or toxic/environmental)	1., 2., 3., 4., 8.
	Medical Malpractice (45)	<input type="checkbox"/> A7210 Medical Malpractice - Physicians & Surgeons	1., 4.
		<input type="checkbox"/> A7240 Other Professional Health Care Malpractice	1., 4.
Other Personal Injury Property Damage Wrongful Death (23)	<input type="checkbox"/> A7250 Premises Liability (e.g., slip and fall)	1., 4.	
	<input type="checkbox"/> A7230 Intentional Bodily Injury/Property Damage/Wrongful Death (e.g., assault, vandalism, etc.)	1., 4.	
	<input type="checkbox"/> A7270 Intentional Infliction of Emotional Distress	1., 3.	
	<input type="checkbox"/> A7220 Other Personal Injury/Property Damage/Wrongful Death	1., 4.	

SHORT TITLE:

Samuel Castillo v. Caliber Bodyworks of Texas, Inc.

CASE NUMBER

	<b>A</b> Civil Case Cover Sheet Category No.	<b>B</b> Type of Action (Check only one)	<b>C</b> Applicable Reasons - See Step 3 Above
Non-Personal Injury/ Property Damage/ Wrongful Death Tort	Business Tort (07)	<input type="checkbox"/> A6029 Other Commercial/Business Tort (not fraud/breach of contract)	1., 3.
	Civil Rights (08)	<input type="checkbox"/> A6005 Civil Rights/Discrimination	1., 2., 3.
	Defamation (13)	<input type="checkbox"/> A6010 Defamation (slander/libel)	1., 2., 3.
	Fraud (16)	<input type="checkbox"/> A6013 Fraud (no contract)	1., 2., 3.
	Professional Negligence (25)	<input type="checkbox"/> A6017 Legal Malpractice	1., 2., 3.
		<input type="checkbox"/> A6050 Other Professional Malpractice (not medical or legal)	1., 2., 3.
Other (35)	<input type="checkbox"/> A6025 Other Non-Personal Injury/Property Damage tort	2., 3.	
Employment	Wrongful Termination (36)	<input type="checkbox"/> A6037 Wrongful Termination	1., 2., 3.
	Other Employment (15)	<input checked="" type="checkbox"/> A6024 Other Employment Complaint Case	1., 2., 3.
		<input type="checkbox"/> A6109 Labor Commissioner Appeals	10.
Contract	Breach of Contract/ Warranty (06) (not insurance)	<input type="checkbox"/> A6004 Breach of Rental/Lease Contract (not unlawful detainer or wrongful eviction)	2., 5.
		<input type="checkbox"/> A6008 Contract/Warranty Breach -Seller Plaintiff (no fraud/negligence)	2., 5.
		<input type="checkbox"/> A6019 Negligent Breach of Contract/Warranty (no fraud)	1., 2., 5.
		<input type="checkbox"/> A6028 Other Breach of Contract/Warranty (not fraud or negligence)	1., 2., 5.
	Collections (09)	<input type="checkbox"/> A6002 Collections Case-Seller Plaintiff	2., 5., 6.
		<input type="checkbox"/> A6012 Other Promissory Note/Collections Case	2., 5.
Insurance Coverage (18)	<input type="checkbox"/> A6015 Insurance Coverage (not complex)	1., 2., 5., 8.	
Other Contract (37)	<input type="checkbox"/> A6009 Contractual Fraud	1., 2., 3., 5.	
	<input type="checkbox"/> A6031 Tortious Interference	1., 2., 3., 5.	
	<input type="checkbox"/> A6027 Other Contract Dispute(not breach/insurance/fraud/negligence)	1., 2., 3., 8.	
Real Property	Eminent Domain/Inverse Condemnation (14)	<input type="checkbox"/> A7300 Eminent Domain/Condemnation      Number of parcels _____	2.
	Wrongful Eviction (33)	<input type="checkbox"/> A6023 Wrongful Eviction Case	2., 6.
	Other Real Property (26)	<input type="checkbox"/> A6018 Mortgage Foreclosure	2., 6.
<input type="checkbox"/> A6032 Quiet Title		2., 6.	
<input type="checkbox"/> A6060 Other Real Property (not eminent domain, landlord/tenant, foreclosure)		2., 6.	
Unlawful Detainer	Unlawful Detainer-Commercial (31)	<input type="checkbox"/> A6021 Unlawful Detainer-Commercial (not drugs or wrongful eviction)	2., 6.
	Unlawful Detainer-Residential (32)	<input type="checkbox"/> A6020 Unlawful Detainer-Residential (not drugs or wrongful eviction)	2., 6.
	Unlawful Detainer- Post-Foreclosure (34)	<input type="checkbox"/> A6020F Unlawful Detainer-Post-Foreclosure	2., 6.
	Unlawful Detainer-Drugs (38)	<input type="checkbox"/> A6022 Unlawful Detainer-Drugs	2., 6.

SHORT TITLE: Samuel Castillo v. Caliber Bodyworks of Texas, Inc.	CASE NUMBER
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**Judicial Review**
**Provisionally Complex Litigation**
**Enforcement of Judgment**
**Miscellaneous Civil Complaints**
**Miscellaneous Civil Petitions**

A Civil Case Cover Sheet Category No.	B Type of Action (Check only one)	C Applicable Reasons - See Step 3 Above
Asset Forfeiture (05)	<input type="checkbox"/> A6108 Asset Forfeiture Case	2., 6.
Petition re Arbitration (11)	<input type="checkbox"/> A6115 Petition to Compel/Confirm/Vacate Arbitration	2., 5.
Writ of Mandate (02)	<input type="checkbox"/> A6151 Writ - Administrative Mandamus	2., 8.
	<input type="checkbox"/> A6152 Writ - Mandamus on Limited Court Case Matter	2.
	<input type="checkbox"/> A6153 Writ - Other Limited Court Case Review	2.
Other Judicial Review (39)	<input type="checkbox"/> A6150 Other Writ /Judicial Review	2., 8.
Antitrust/Trade Regulation (03)	<input type="checkbox"/> A6003 Antitrust/Trade Regulation	1., 2., 8.
Construction Defect (10)	<input type="checkbox"/> A6007 Construction Defect	1., 2., 3.
Claims Involving Mass Tort (40)	<input type="checkbox"/> A6006 Claims Involving Mass Tort	1., 2., 8.
Securities Litigation (28)	<input type="checkbox"/> A6035 Securities Litigation Case	1., 2., 8.
Toxic Tort Environmental (30)	<input type="checkbox"/> A6036 Toxic Tort/Environmental	1., 2., 3., 8.
Insurance Coverage Claims from Complex Case (41)	<input type="checkbox"/> A6014 Insurance Coverage/Subrogation (complex case only)	1., 2., 5., 8.
Enforcement of Judgment (20)	<input type="checkbox"/> A6141 Sister State Judgment	2., 9.
	<input type="checkbox"/> A6160 Abstract of Judgment	2., 6.
	<input type="checkbox"/> A6107 Confession of Judgment (non-domestic relations)	2., 9.
	<input type="checkbox"/> A6140 Administrative Agency Award (not unpaid taxes)	2., 8.
	<input type="checkbox"/> A6114 Petition/Certificate for Entry of Judgment on Unpaid Tax	2., 8.
	<input type="checkbox"/> A6112 Other Enforcement of Judgment Case	2., 8., 9.
RICO (27)	<input type="checkbox"/> A6033 Racketeering (RICO) Case	1., 2., 8.
Other Complaints (Not Specified Above) (42)	<input type="checkbox"/> A6030 Declaratory Relief Only	1., 2., 8.
	<input type="checkbox"/> A6040 Injunctive Relief Only (not domestic/harassment)	2., 8.
	<input type="checkbox"/> A6011 Other Commercial Complaint Case (non-tort/non-complex)	1., 2., 8.
	<input type="checkbox"/> A6000 Other Civil Complaint (non-tort/non-complex)	1., 2., 8.
Partnership Corporation Governance (21)	<input type="checkbox"/> A6113 Partnership and Corporate Governance Case	2., 8.
Other Petitions (Not Specified Above) (43)	<input type="checkbox"/> A6121 Civil Harassment	2., 3., 9.
	<input type="checkbox"/> A6123 Workplace Harassment	2., 3., 9.
	<input type="checkbox"/> A6124 Elder/Dependent Adult Abuse Case	2., 3., 9.
	<input type="checkbox"/> A6190 Election Contest	2.
	<input type="checkbox"/> A6110 Petition for Change of Name	2., 7.
	<input type="checkbox"/> A6170 Petition for Relief from Late Claim Law	2., 3., 4., 8.
	<input type="checkbox"/> A6100 Other Civil Petition	2., 9.

SHORT TITLE: Samuel Castillo v. Caliber Bodyworks of Texas, Inc.	CASE NUMBER
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**Item III. Statement of Location:** Enter the address of the accident, party's residence or place of business, performance, or other circumstance indicated in Item II., Step 3 on Page 1, as the proper reason for filing in the court location you selected.

<b>REASON: Check the appropriate boxes for the numbers shown under Column C for the type of action that you have selected for this case.</b>  <input checked="" type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 7. <input type="checkbox"/> 8. <input type="checkbox"/> 9. <input type="checkbox"/> 10.		ADDRESS: 28367 San Canyon Rd., Apt. 6
CITY: Canyon Country	STATE: CA	ZIP CODE: 91387

**Item IV. Declaration of Assignment:** I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that the above-entitled matter is properly filed for assignment to the Stanley Mosk courthouse in the Central \_\_\_\_\_ District of the Superior Court of California, County of Los Angeles [Code Civ. Proc., § 392 et seq., and Local Rule 2.0, subds. (b), (c) and (d)].

Dated: February 17, 2015

  
 \_\_\_\_\_  
 (SIGNATURE OF ATTORNEY/FILING PARTY)

**PLEASE HAVE THE FOLLOWING ITEMS COMPLETED AND READY TO BE FILED IN ORDER TO PROPERLY COMMENCE YOUR NEW COURT CASE:**

1. Original Complaint or Petition.
2. If filing a Complaint, a completed Summons form for issuance by the Clerk.
3. Civil Case Cover Sheet, Judicial Council form CM-010.
4. Civil Case Cover Sheet Addendum and Statement of Location form, LACIV 109, LASC Approved 03-04 (Rev. 03/11).
5. Payment in full of the filing fee, unless fees have been waived.
6. A signed order appointing the Guardian ad Litem, Judicial Council form CIV-010, if the plaintiff or petitioner is a minor under 18 years of age will be required by Court in order to issue a summons.
7. Additional copies of documents to be conformed by the Clerk. Copies of the cover sheet and this addendum must be served along with the summons and complaint, or other initiating pleading in the case.

ORIGINAL  
 FILED  
 IN  
 COURT  
 FILED  
 IN  
 COURT