

SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN FRANCISCO

400 McAllister Street, San Francisco, CA 94102

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CHECKLIST FOR CCP § 998 OFFER TO HAVE JUDGMENT ENTERED

Things You Need To Know About CCP §998 Offer

The primary purpose of CCP § 998 is to encourage the settlement of disputes prior to trial or arbitration. A CCP §998 offer may be made by either party at any time up to 10 days prior to trial or arbitration - CCP §998(b). Any acceptance of the offer, whether made on the document containing the offer or on a separate document of acceptance, shall be in writing and shall be signed by counsel for the accepting party, or, if not represented by counsel, by the accepting party. If the offer is accepted, the offer, with proof of acceptance, shall be filed and the judgment is entered accordingly.

Checklist for CCP § 998 Offer

Case number: _____

1. Is there a FILED date of Complaint? Yes No
2. Is there a FILED Answer? Yes No
3. Is there a FILED Plaintiff's or Defendant's Offer to Compromise? Yes No
4. Is there an ACCEPTANCE of such offer? Yes No
5. Does Acceptance include a statement of the offer? Yes No
6. Is Acceptance signed by counsel of accepting party or if representing him/herself? Yes No
7. Do/does party(s) name(s) in Judgment exactly match the complaint? Yes No
8. Are the terms and conditions in Judgment identical to the offer? Yes No
9. Is there a Proof of Service for Defendant's 998 and Plaintiff's executed Notice of Acceptance of Offer to Compromise or vice versa on file? Yes No
10. Are all 'DOE(s)' named or dismissed? Yes No

Date: _____

Signature _____

Printed Name: _____

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*If any discrepancies, **REJECT** the Proposed Judgment, and return all documents to sender.*

Date: _____

Clerk: _____

CHECKLIST FOR CCP § 998 OFFER TO HAVE JUDGMENT ENTERED