# SUPERIOR COURT OF CALIFORNIA

## COUNTY OF SAN FRANCISCO

400 McAllister Street, San Francisco, CA 94102

Phone: 415-551-4000 | Website: https://sfsuperiorcourt.org



### 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

Lase II	umber:		
1.	Is there a FILED date of Complaint?		☐ Yes ☐ No
2.	Is there a FILED Answer?		$\square$ Yes $\square$ No
3.	Is there a FILED Plaintiff's or Defendant's Offer to Compromise?		$\square$ Yes $\square$ No
4.	Is there an ACCEPTANCE of such offer?		$\square$ Yes $\square$ No
5.	Does Acceptance include a statement of the offer?		$\square$ Yes $\square$ No
6.	Is Acceptance signed by counsel of accepting party or if		
	representing him/herself?		$\square$ Yes $\square$ No
7.	Do/does party(s) name(s) in Judgment exactly match the complaint?		$\square$ Yes $\square$ No
8.	Are the terms and conditions in Judgment identical to the offer?		$\square$ Yes $\square$ 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?		$\square$ Yes $\square$ No
10	). Are all 'DOE(s)' named or dismissed?		$\square$ Yes $\square$ No
Date: _			
	Signature		
Printed Name:			
FOR COURT USE ONLY			
Ţ any (	discrepancies, <b>REJECT</b> the Proposed Judgment, and re	eturn all documents to se	naer.
Data:	Clarks		
Date: _	CHECKLIST FOR CCP § 998 OFFER TO HAV	/F ILLDGMENT ENTERED	
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