

1 [Firm Name]
[Firm Address]
2 [Firm Phone Number]
[Firm Fax]
3 [Firm Email]
[Attorney Name and Bar Number]
4 Attorney for Plaintiff(s)

5 [Trial Court System], [County]

6 **[Plaintiff Name(s)],**
7 Plaintiff(s),
8 v.
9 **[Defendant(s)],**
10 Defendant(s).

Case No.

**MOTION FOR LEAVE TO AMEND
PROCESS**

Assigned to the Hon. [Judge]

- 11
- 12 1. Pursuant to [local civil rule], plaintiff, by and through counsel undersigned,
13 respectfully requests leave to amend the Summons served upon defendant
14 [Defendant] in this action by [description of proposed amendment].
 - 15 2. This Motion is made for the reason that [reasons in support].
 - 16 3. This Motion is supported by Memorandum of Points and Authorities which is
17 attached hereto and incorporated herein this reference.

18 Dated this [Day] of [Month], [Year].

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By _____
[Name of Plaintiff's Attorney]
[Firm Name]
[Firm Address]
Attorney for Plaintiff(s)

On [Date], undersigned: _____

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[Filed/E-filed] the original;
[Mailed/Emailed/Hand Delivered] a
copy to:
• [Defense Counsel]
[Address]

/s/[Attorney]
