

**INFORMATION SHEET FOR CIVIL PAPERS**

**PLAINTIFF: (PERSON WHO IS TAKING CIVIL SUIT OUT)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT# \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

PHONE NUMBER:(    ) \_\_\_\_\_

**DEFENDANT:(PERSON WHOM SUIT IS TAKEN OUT ON)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT# \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

PHONE NUMBER:(    ) \_\_\_\_\_

IS THIS ADDRESS AN APARTMENT BUILDING? \_\_\_\_\_

IS HOME A TRAILER OR A HOUSE? \_\_\_\_\_ WHAT COLOR \_\_\_\_\_

WHAT ARE THE DIRECTIONS TO THE RESIDENCE? \_\_\_\_\_

DEFENDANTS PLACE OF EMPLOYMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE:(    ) \_\_\_\_\_

REASON FOR FILING SAID CLAIM: \_\_\_\_\_

THE AMOUNT YOU ARE FILING THE CLAIM FOR \_\_\_\_\_

IF FOR A DISPOSSESSORY, THE RATE OF RENT \$ \_\_\_\_\_

PER \_\_\_\_\_

PERSONAL SERVICE \_\_\_\_\_

TACK & MAIL \_\_\_\_\_

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DATE FILED \_\_\_\_\_ CASE # \_\_\_\_\_ RECEIPT # \_\_\_\_\_