

INFORMATION SHEET FOR CIVIL PAPERS

Plaintiff: (Person or Business & Legal entity name who is taking suit out)

Name _____

Acting Agent _____

Address _____

Phone Number _____

Defendant:(Person or Business & Legal entity name that the suit is being taken)

Name _____

Address _____ Apt. # _____

City, State, Zip: _____

Phone number _____

Directions _____

Color of house _____

Defendant's place of employment _____

Address _____

Phone number _____

Reason for filing said claim: _____

Court cost \$ _____ plus amount you are filing for \$ _____ = _____

Break down of Total amount is as follows: _____

If Dispossessory, the rate of Rent per month _____ or Week _____

Personal Service _____ Tack & Mail _____

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Date Filed _____ Case # _____ Receipt # _____ Deputy Clerk _____