

Justice Court Pct. 3 of Tom Green County, Texas  
3052 N Bryant, San Angelo, TX 76903  
www.co.tom-green.tx.us  
Honorable Fred Buck  
Justice Of The Peace  
(325)657-9922

Information/ instructions for filing an **Eviction Suit**. Please read carefully before completing the Petition.

PLEASE NOTE: EFFECTIVE AUGUST 31, 2013 ALL CIVIL SUITS IN JUSTICE COURTS WILL BE GOVERNED BY NEW RULES OF CIVIL PROCEDURE FOR JUSTICE COURT CASES ADOPTED BY THE SUPREME COURT OF TEXAS. TO REVIEW THE NEW RULES OR PRINT A COPY PLEASE VISIT THE TOM GREEN COUNTY WEBSITE AT [www.co.tom-green.tx.us](http://www.co.tom-green.tx.us). IT IS HIGHLY **RECOMMENDED** THAT YOU REVIEW THE NEW RULES PRIOR TO FILING **YOUR CASE**.

TO REVIEW ALL THE TEXAS RULES OF CIVIL PROCEDURE AND RULES OF EVIDENCE PLEASE USE THE FOLLOWING LINK TO THE SUPREME COURT OF TEXAS. <http://www.supreme.courts.state.tx.us/rules/rules.asp>

COURT PERSONNEL ARE PROHIBITED FROM TELLING YOU WHICH PRECINCT YOUR ADDRESS IS LOCATED IN. YOU MAY CONSULT THE COUNTY MAP IN THE COURT'S FOYER OR CONTACT THE TOM GREEN COUNTY ELECTIONS OFFICE AT 113 W. BEAUREGARD, 325-659-6541 TO DETERMINE WHICH PRECINCT THE PROPERTY IS LOCATED. COURT PERSONNEL ARE PROHIBITED IN GIVING "LEGAL ADVICE". ALTHOUGH AN ATTORNEY IS NOT REQUIRED, YOU MAY WISH TO CONSULT AN ATTORNEY.

Prior to filing suit, the landlord must serve a proper vacate notice, in compliance with Section 24.005, Texas Property Code, to *each* person signing the lease.

**Completing your petition:**

**Chapter 24, Texas Property Code requires that AN EVICTION SUIT MUST BE FILED IN THE COUNTY AND PRECINCT WHERE THE PROPERTY IS LOCATED. IF AN EVICTION SUIT IS NOT FILED IN THE APPROPRIATE PRECINCT, THE CASE WILL BE DISMISSED**

The Petition must be FULLY COMPLETED and typed or printed neatly in ink. A service (physical) address as well as a mailing address is required for all properties including rural properties and mobile homes/trailer parks.

The attached petition covers all causes of action in an **Eviction Suit** such as owner wants possession, suits for back rent, and breach of lease by tenant.

An **Eviction Suit** may be joined with a suit for back rent only. The amount actually owed must be \$20,000 or less. **No late fees or damages to the property may be included.** For those actions ask for Justice Court Small Claims Case information.

What must be filed:

*ONE ORIGINAL PETITION*

*ONE Original Notice to Vacate served to tenant(s).*

*ONE Military Affidavit*

*ONE Military Status Report*

*ONE Justice Court Case Information Sheet*

Always keep track of your case numbers so that you can refer to them when calling our office regarding your case. The case number will be on your receipt.

As Plaintiff, if you no longer wish to pursue your case you must notify the Court in writing as soon as possible and at least one day prior to the day of trial and to avoid the sheriff or constable attempting service to those where service is not necessary. The fax number for the Court is (325)659-6459.

**DISCOVERY: ANY AND ALL PRE TRIAL/PRE JUDGMENT DISCOVERY MUST BE APPROVED BY THE COURT. PLEASE REFER TO SECTION 500.9 OF THE NEW RULES.**

**RULE 501.4 REQUIRES YOU, AS PLAINTIFF OR DEFENDANT, TO SERVE THE OTHER PARTY WITH ANYTHING FILED WITH THE COURT IN THE MANNER PRESCRIBED BY THIS RULE.**

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Motions for continuance must be made in writing at least 3 working days in advance of the trial setting with a copy forwarded to the opposing party as required by Rule 50 1.4. It must show good cause. Do not presume the motion for continuance will be granted merely because it is filed. The court will advise you of its ruling.

A **Subpoena** may be requested if you need a witness(s) in your case. Section 22.001, Texas Civil Practice & Remedies Code states a witness is entitled to **\$10 dollars** for each day the witness attends court. This fee includes the entitlement for travel and the witness is not entitled to any reimbursement for mileage traveled. The **party who summons** the witness shall pay that witness's fee for one day, as provided by this section, at the time the subpoena is served on the witness. The witness fee must be taxed in the bill of costs as other costs

**Fee Schedule for Justice Court Suits: (MONEY ORDERS, CORRECT AMOUNT OF CASH OR CHECK WITH DL, PHONE AND ADDRESS WRITTEN ON CHECK ACCEPTED)**

<b>New Filing Fee 1/01/2022</b>	<b>Court Fees</b>	<b>Service Fees</b>	<b>Total</b>
Filing fee-Defendant in Tom Green Co.	\$54.00	\$85.00	\$139.00
2 Defendants (same case)	\$54.00	\$170.00	\$224.00
Defendant out-of-County	\$54.00	(call for amount)	
For out-of-county service you must contact the Court/Constable/Sheriff of the county in which they reside for service fee amount and address that citation will be mailed to.			
Jury Fee	\$22.00		
(Request for Jury must be made and fee paid no later than 14 days before the case is set for trial. If not timely made, the right to a jury trial is waived).			
Subpoena- witness fee	\$10.00		\$10.00
	<b>Court Fees</b>	<b>Service Fees</b>	<b>Total</b>
Abstract of Judgment	\$5.00		\$5.00
Writ of Execution	\$5.00	\$200.00	\$205.00
Writ of Sequestration	\$5.00	\$200.00	\$205.00
Writ of Garnishment	\$54.00 /\$5.00	\$200.00	\$259.00
Writ of Possession	\$5.00	\$200.00	\$205.00
Writ of Possession-Motor/mobile/manufactured housing that requires removal of motor/mobile home/ manufactured housing from premises (\$30.00 per hour per officer for each hour or part of an hour that exceeds the 2 hour limit on all Writs)	\$5.00	\$500.00	\$500.00
Writ of Execution	\$5.00	\$200.00	\$205.00
Subpoena	\$85.00		\$85.00
(Issued more than 5 days from court date)			
Subpoena	\$100.00		\$100.00
(Issued less than 5 days from court date)			
Turnover Order	\$5.00	\$200.00	\$205.00
Appeal	\$54.00		\$54.00
Motion for new trial	\$54.00		\$54.00
Transcript of Judgment	\$10.00		\$10.00

## JUSTICE COURT CIVIL CASE INFORMATION SHEET (4/13)

CAUSE NUMBER (FOR CLERK USE ONLY): \_\_\_\_\_

STYLED \_\_\_\_\_

(e.g., John Smith v. All American Insurance Co; In re Mary Ann Jones; In the Matter of the Estate of George Jackson)

A civil case information sheet must be completed and submitted when an original petition is filed to initiate a new suit. The information should be the best available at the time of filing. This sheet, required by Rule of Civil Procedure 502, is intended to collect information that will be used for statistical purposes only. It neither replaces nor supplements the filings or service of pleading or other documents as required by law or rule. The sheet does not constitute a discovery request, response, or supplementation, and it is not admissible at trial.

1. Contact information for person completing case information sheet:		2. Names of parties in case:
Name: _____  Address: _____  City/State/Zip: _____  Email: _____  Signature: _____	Telephone: _____  Fax: _____  State Bar No: _____	Plaintiff(s): _____  _____  Defendant(s): _____  _____  [Attach additional page as necessary to list all parties]
3. Indicate case type, or identify the most important issue in the case (select only 1):		
<input type="checkbox"/> <b>Debt Claim:</b> A debt claim case is a lawsuit brought to recover a debt by an assignee of a claim, a debt collector or collection agency, a financial institution, or a person or entity primarily engaged in the business of lending money at interest. The claim can be for no more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any.	<input type="checkbox"/> <b>Eviction:</b> An eviction case is a lawsuit brought to recover possession of real property, often by a landlord against a tenant. A claim for rent may be joined with an eviction case if the amount of rent due and unpaid is not more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any.	
<input type="checkbox"/> <b>Repair and Remedy:</b> A repair and remedy case is a lawsuit filed by a residential tenant under Chapter 92, Subchapter B of the Texas Property Code to enforce the landlord's duty to repair or remedy a condition materially affecting the physical health or safety of an ordinary tenant. The relief sought can be for no more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any.	<input type="checkbox"/> <b>Small Claims:</b> A small claims case is a lawsuit brought for the recovery of money damages, civil penalties, personal property, or other relief allowed by law. The claim can be for no more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any.	



CAUSE NO. \_\_\_\_\_

\_\_\_\_\_  
PLAINTIFF § IN THE JUSTICE COURT  
§  
§  
v. § PRECINCT 3  
§  
§  
\_\_\_\_\_  
DEFENDANT § TOM GREEN COUNTY TEXAS

RENTAL SUBSIDY (IF ANY): \$ \_\_\_\_\_  
TENANT'S PORTION: \$ \_\_\_\_\_  
TOTAL MONTHLY RENT: \$ \_\_\_\_\_  
DATE RENT DUE: \_\_\_\_\_

**PETITION – EVICTION DIVERSION (WITH TEDP INFORMATION) 4-1-2021**

**COMPLAINT:** Plaintiff hereby sues the following Defendant(s): \_\_\_\_\_

\_\_\_\_\_ for eviction from Plaintiff's premises (including storerooms and parking areas) located in the above precinct. The address of the property is:

Street Address	Unit No. (if any)	City	State	Zip
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**GROUND FOR EVICTION:** Plaintiff alleges the following grounds for eviction:

- ☐ **Unpaid rent.** Defendant(s) failed to pay rent for the following time period(s): \_\_\_\_\_ . The amount of rent claimed as of the date of filing is: \$ \_\_\_\_\_. Plaintiff reserves the right to orally amend the amount at trial to include rent due from the date of filing through the date of trial.
- ☐ **Other lease violations.** Defendant(s) breached the terms of the lease (other than by failing to pay rent) as follows: \_\_\_\_\_ .
- ☐ **Holdover.** Defendant(s) are unlawfully holding over by failing to vacate at the end of the rental term or renewal of extension period, which was \_\_\_\_\_, 20\_\_\_\_.

**NOTICE TO VACATE:** Plaintiff has given Defendant(s) a written notice to vacate (according to Chapter 24.005 of the Texas Property Code) and demand for possession. Such notice was delivered on \_\_\_\_\_, 20\_\_\_\_ by this method: \_\_\_\_\_

**SUIT FOR RENT:** Plaintiff ☐ does or ☐ does not include a suit for unpaid rent.

**ATTORNEY'S FEES:** Plaintiff ☐ will be or ☐ will not be seeking applicable attorney's fees. The attorney's name, address, phone and fax numbers are: \_\_\_\_\_

**IMMEDIATE POSSESSION BOND:** If Plaintiff has filed a bond for immediate possession, Plaintiff requests that: (1) the Court set the amount of the bond; (2) the Court approve the bond; and (3) proper notices, as required by the Texas Rules of Civil Procedure, are given to Defendant(s).

**SERVICE OF CITATION:** Service is requested on Defendant(s) by: personal service at home or work, or by delivery to a person over the age of 16 years at Defendant's usual place of residence. If required, Plaintiff requests alternative service as allowed by the Texas Rules of Civil Procedure. Other home or work addresses where Defendant(s) may be served are: \_\_\_\_\_

Plaintiff knows of no other home or work addresses of Defendant(s) in this county.

**RELIEF:** Plaintiff requests that Defendant(s) is served with the citation and that Plaintiff is awarded a judgment against Defendant(s) for: possession of the premises, including removal of Defendant(s) and Defendant's possessions from the premises, unpaid rent, if set forth above, attorney's fees, court costs, and interest on the above sums at the rate stated in the lease, or if not so stated, at the statutory rate for judgments.

- ☐ I hereby request a jury trial. The fee is \$22 and must be paid at least 3 days before trial.
- ☐ I hereby consent for the answer and any other motions or pleadings to be sent to my email address as follows: \_\_\_\_\_
- ☐ I have reviewed the information about the Texas Eviction Diversion Program available at [www.txcourts.gov/eviction-diversion/](http://www.txcourts.gov/eviction-diversion/).

Plaintiff's Printed Name \_\_\_\_\_

Signature of Plaintiff or Agent or Attorney \_\_\_\_\_

**Defendant's Information (if known):**

Date of birth: \_\_\_\_\_

Last three digits of Driver License: \_\_\_\_\_

Last three digits of Soc. Sec. No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Address of Plaintiff or Agent or Attorney \_\_\_\_\_

Phone & Fax No. of Plaintiff/Agent/Attorney \_\_\_\_\_

**SWORN TO AND SUBSCRIBED** on \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
CLERK OF THE JUSTICE COURT OR NOTARY

## MULTIPLE DEFENDANTS

In Case of Multiple Defendants Only -- Must be Signed by Plaintiff

I, Plaintiff, \_\_\_\_\_, am aware that pursuant to Texas Rules of Civil Procedure, 510.3( c) "...that if the eviction is based on a written lease, then plaintiff must name as defendants all tenants obligated under the lease residing at the premises whom the plaintiff seeks to evict." A judgment or writ of possession may not be issued or executed against a tenant obligated under a lease and residing at the premises who is not named in the petition and served with a citation. So a plaintiff may not avoid paying more than one service fee by trying to sue multiple tenants for eviction; each tenant on the lease must be sued and served with citation.

I, Plaintiff, \_\_\_\_\_, understand that only the persons that are individually served a citation naming them will be removed from the premises. With this understanding, I wish to:

\_\_\_\_\_ Have a citation issued to all named Defendants and pay appropriate fees for service.  
(Initial)

\_\_\_\_\_ Have only the Defendant (name) \_\_\_\_\_ served and pay  
(Initial) the appropriate fee for service. (Choosing this option will remove the named Defendant only, from the property.)

\_\_\_\_\_  
Plaintiff's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Plaintiff's Signature

\_\_\_\_\_  
Date

In addition to the above information, the Service members' Civil Relief Act has become law. The legislation, passed by Congress and signed by the President, took effect immediately when it was signed on December 19, 2003.00

When filing any Civil Suits this form **MUST** be filled out with proof of military status report and accompany the complaint upon filing. Military status can be determined at:  
<https://www.dmdc.osd.mil/appi/scra/scraIndex.xhtml>

Case NO. \_\_\_\_\_

Plaintiff:

In the Justice Court

VS.

Precinct 3

Defendant:

Tom Green County, Texas

BEFORE ME, the undersigned authority, on this *day personally* appeared \_\_\_\_\_

\_\_\_\_\_ Who, under penalty of perjury, stated that the following facts are true:

I am the: \_\_\_ Plaintiff \_\_\_ Attorney of record for the Plaintiff in this proceeding.

Plaintiff being duly sworn on oath deposes\* and says that defendant(s) is (are)

CHECK ONE

- ☐ not in the military
- ☐ not on active duty in the military and/or
- ☐ not in a foreign country on military service
- ☐ on active military duty and/or is subject to the Service Members Civil Relief Act of 2003
- ☐ has waived his/her rights under the Service Members Civil Act of 2003
- ☐ military status is unknown at this time

I know this because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
PLAINTIFF SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PLAINTIFF PRINTED NAME

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP



(SELECT THE APPLICABLE TITLE UNDER THE SIGNATURE FOR THE JURAT BELOW)

Subscribed and sworn to me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

SEAL:

\_\_\_\_\_  
NOTARY / CLERK PCT. 3

☐ Notary Public in and for the State of Texas

☐ Clerk of the Justice Court