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# EVICTIIONS

Tom Green County  
Justice of the Peace Precinct Two  
5006 Knickerbocker Road  
San Angelo, TX 76904  
(325) 949-2415  
Fax (325)949-5706

JUSTICE COURT PCT. 2 OF TOM GREEN COUNTY, TEXAS  
5006 KNICKERBOCKER RD., SAN ANGELO, TX 76904

[www.co.tom-green.tx.us](http://www.co.tom-green.tx.us)

Honorable J.P McGuire

Justice of the Peace

325-949-2415

Information/ instructions for filing an eviction suit. Please read carefully before completing the petition.

Please note: effective august 31, 2013 all civil suits in the 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 of 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 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 as attorney.

Prior to filing suit, the landlord must leave 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 \$20,000.00 or less. No late fees or damages to the property may be included. For those actions as 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 325-949-5706.

Discovery: any and all pretrial/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.

Should you be granted possession of the property and the defendant fails to move or fails to appeal to the county court within 5 days, you may request a writ of possession ordering the defendant to move. The writ may be requested (in writing) at the beginning of the 6<sup>th</sup> day following the date judgment was signed by the judge.

This court does not collect the money judgment for you nor can we force an indigent defendant to pay the judgment. If you receive a judgment against the defendant, this court can issue various instruments to assist you in collecting the judgment. **IT IS RECOMMENDED THAT YOU CONSULT WITH AN ATTORNEY FOR THESE PROCESSES.** You may request an abstract of judgment, writ of execution, writ of garnishment and turnover order.

An abstract of judgment puts a lien on any real property the defendant may own in a particular county where the abstract is recorded. The abstract is only valid in the county or counties where it is recorded. This can be obtained 10 days after the judgment is signed.

The writ of execution may be obtained thirty days after judgment is signed. This document will authorize the sheriff or constable to seize any assets belonging to the defendant that are subject to this writ. Those assets are then auctioned at a public sale and the proceeds are applied to the judgment.

A writ of garnishment is also available 30 days after the final judgment has been signed. This garnishment proceeding is a separate small claims suit. A writ of garnishment is a process for seizing assets, both money and property, held by a third party (the garnishee) but owned or belonging to the debtor. For example, a defendant against whom a judgment has been issued (the judgment debtor) may have a bank account. The bank holds the money in the account, but the money belongs to the defendant. The bank is therefore indebted to the defendant. A writ of garnishment is the legal process by which the plaintiff (garnishor) can require the bank (garnishee) to turn over the money in the account to satisfy the judgment. **AN ATTORNEY IS REQUIRED.**

FEE SCHEDULE FOR EVICTION SUITS: (MONEY ORDERS, CORRECT AMOUNT OF CASH, CASHIER'S CHECK OR CREDIT/DEBIT CARD ACCEPTED)

	COURT FEES	SERVICE FEES	TOTAL
FILING FEE DEFENDANT IN TOM GREEN CO.	\$54.00	\$85.00	\$139.00
2 DEFENDANTS (SAME CASE)	\$54.00	\$170.00	\$224.00
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.)

	COURT FEES	SERVICE FEES	TOTAL
ABSTRACT OF JUDGMENT	\$5.00		\$5.00
WRIT OF POSSESSION	\$5.00	\$200.00	\$205.00
WRIT OF EXECUTION	\$5.00	\$200.00	\$205.00
SUBPOENA	CONTACT THE COURT		
WRIT OF GARNISHMENT	\$59.00	\$200.00	\$259.00
TURNOVER ORDER	\$5.00	\$200.00	\$205.00
WRIT OF POSSESSION FOR MOTOR, MOBILE OR MANUFACTURED HOME	\$5.00	\$500.00	\$505.00
(REQUIRES REMOVAL OF THE HOME FROM PREMISES)			

LEGAL VACATE NOTICE  
(3 days)

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

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

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE SERVED: \_\_\_\_\_

TO: \_\_\_\_\_ AND ALL OTHER OCCUPANTS  
(All persons intended to be evicted should be listed by name if known)

Being entitled to possession of the following described real estate and premises, I hereby demand possession of the same from you, to-wit: (full address of premises)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suit for eviction will be filed unless the premises rented to you are vacated with (3) days from delivery of this notice.

\_\_\_\_\_  
SIGNATURE (Owner/Agent)

\_\_\_\_\_  
Print Signature from above

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Date Witnessed

*This form is provided to you as a courtesy. You should refer to Section 24.005, Texas Property Code.*

**LEGAL VACATE NOTICE**  
**(30 days)**

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

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

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE SERVED: \_\_\_\_\_

TO: \_\_\_\_\_ AND ALL OTHER OCCUPANTS  
(All persons intended to be evicted should be listed by name if known)

Being entitled to possession of the following described real estate and premises, I hereby demand possession of the same from you, to-wit: (full address of premises)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suit for eviction will be filed unless the premises rented to you are vacated with **(30)** days from delivery of this notice.

\_\_\_\_\_  
SIGNATURE (Owner/Agent)

\_\_\_\_\_  
Print Signature from above

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Date Witnessed

*This form is provided to you as a courtesy. You should refer to Section 24.005, Texas Property Code.*

**PETITION: EVICTION CASE**

CASE NO. (court use only) \_\_\_\_\_  With suit for Rent COURT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

In the Justice Court, Precinct 2, Tom Green County, Texas

PLAINTIFF \_\_\_\_\_  
(Landlord/Property Name)

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

VS.

DEFENDANT(S): \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DEFENDANT(S) INFORMATION (if known): \*LAST 3 NUMBERS OF DRIVER LICENSE: \_\_\_\_\_

\*LAST 3 NUMBERS OF SOCIAL SECURITY: \_\_\_\_\_

\*DATE OF BIRTH: \_\_\_\_\_ TOTAL MONTHLY RENT \$ \_\_\_\_\_

COMPLAINT: Plaintiff (Landlord) hereby complains of the defendant(s) named above for eviction of plaintiff's premises (including storerooms and parking areas) located in the above precinct. Address of the property is:

1. SERVICE OF CITATION: Service is requested on defendants by personal service at home or work or by alternative service as allowed by the Texas Justice Court Rules of Court. Other addresses where the defendant(s) may be served are:

\_\_\_\_\_

2.  UNPAID RENT AS GROUNDS FOR EVICTION: Defendant(s) failed to pay rent for the following time period(s): \_\_\_\_\_ TOTAL DELINQUENT RENT AS OF 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.

3.  OTHER GROUNDS FOR EVICTION/LEASE VIOLATIONS: Lease Violations (if other than non-paid rent - list lease violations)

\_\_\_\_\_

4.  HOLDOVER AS GROUNDS FOR EVICTION: Defendant(s) are unlawfully holding over since they failed to vacate at the end of the rental term or renewal of extension period, which was the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

5. 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 the \_\_\_\_\_ day of \_\_\_\_\_ and delivered by this method:

\_\_\_\_\_

6. ATTORNEY'S FEES: Plaintiff  will be or  will NOT be seeking applicable attorney's fees. Attorney's name, address, and phone & fax numbers are: \_\_\_\_\_

7.  BOND FOR POSSESSION: If Plaintiff has filed a bond for possession, plaintiff requests (1) that the amount of plaintiff's bond and defendant's counter bond be set, (2) that plaintiff's bond be approved by the Court, and (3) that proper notices as required by the Texas Justice Court Rules are given to Defendant(s).

REQUEST FOR JUDGMENT: Plaintiff prays that defendant(s) be served with citation and that plaintiff have judgment against defendant(s) for: possession of premises, including removal of defendants and defendants' 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 rental contract, or if not so stated, at the statutory rate for judgments under Civil Statutes Article 5069-1.05.

I give my consent for the answer and any other motions or pleadings to be sent to my email address which is:

\_\_\_\_\_

\_\_\_\_\_  
Petitioner's Printed Name

\_\_\_\_\_  
Signature of Plaintiff (Landlord/Property Owner) or Agent

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
PLAINTIFF

§  
§  
§  
§  
§  
§

v.

PRECINCT NO. \_\_\_\_\_

\_\_\_\_\_  
DEFENDANT

\_\_\_\_\_ COUNTY, TEXAS

**VERIFICATON OF COMPLIANCE WITH SECTIONS 4023 AND 4024 OF THE CARES ACT AND  
THE CDC ISSUED FEDERAL EVICTION MORATORIUM ORDER**

My name is: \_\_\_\_\_  
*First Middle Last*

I am (check one)  the Plaintiff or  an authorized agent of the Plaintiff in the eviction case described at the top of this page. I am capable of making this affidavit. The facts stated in the affidavit are within my personal knowledge and are true and correct.

**1. Verification:**

a. Plaintiff is seeking to recover possession of the following property:

\_\_\_\_\_  
*Name of Apartment Complex (if any)*

\_\_\_\_\_  
*Street Address & Unit No. (if any) City County State ZIP*

b. I verify that this property (select the one that applies):  is  is not a "covered dwelling" as defined by Section 4024(a)(1) of the CARES Act. The facts on which I base my conclusion are as follows:

*(Please identify whether the property has a federally backed mortgage loan or federally backed multifamily mortgage loan, and if not, which database or information you have used to determine that fact.)*

\_\_\_\_\_  
*(If the property does not have a federally backed mortgage loan or federally backed multifamily mortgage loan, please state whether or not: (1) the property is a Low Income Housing Tax Credit (LIHTC) property, (2) the property is federally subsidized under any HUD program, or (3) the property leases to persons with Section 8 vouchers.)*



c. I verify that plaintiff (select the one that applies):  is  is not  
a "multifamily borrower" currently under forbearance under Section 4023 of the CARES Act.

d. I verify that plaintiff (select the one that applies):  
 has provided the defendant with 30 days' notice to vacate as required under Section 4024(c) and 4023(e) of the CARES Act.  
 has not provided the 30 days' notice, because the property is not a "covered dwelling."

e. I certify that the plaintiff:  has  has not  
received a CDC Sworn Declaration from the tenant stating that they are a "covered person" under the CDC issued Federal Eviction Moratorium Order. *Any landlord proceeding with a nonpayment eviction of a "covered person" despite receiving a Declaration can be fined up to \$100,000 under federal law.*

2. Declaration or Notary: Complete only one of the two following sections:

a. **Declaration:** I declare under penalty of perjury that everything in this verification is true and correct. My name is: \_\_\_\_\_

My birthdate is: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

My address is:

\_\_\_\_\_  
Street Address & Unit No. (if any) City County State ZIP

Signed on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ in \_\_\_\_\_ County, Texas.  
Month Day Year

\_\_\_\_\_  
Your Signature

OR

b. **Notary:** I declare under penalty of perjury that everything in this verification is true and correct

\_\_\_\_\_  
Your Printed Name

\_\_\_\_\_  
Your Signature (sign only before a notary)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

CARES Act  
Public Law 116-136

**SEC. 4023. FORBEARANCE OF RESIDENTIAL MORTGAGE LOAN PAYMENTS FOR MULTIFAMILY PROPERTIES WITH FEDERALLY BACKED LOANS.**

(a) **IN GENERAL.**—During the covered period, a multifamily borrower with a Federally backed multifamily mortgage loan experiencing a financial hardship due, directly or indirectly, to the COVID-19 emergency may request a forbearance under the terms set forth in this section.

(b) **REQUEST FOR RELIEF.**—A multifamily borrower with a Federally backed multifamily mortgage loan that was current on its payments as of February 1, 2020, may submit an oral or written request for forbearance under subsection (a) to the borrower's servicer affirming that the multifamily borrower is experiencing a financial hardship during the COVID-19 emergency.

(c) **FORBEARANCE PERIOD.**—

(1) **IN GENERAL.**—Upon receipt of an oral or written request for forbearance from a multifamily borrower, a servicer shall—

(A) document the financial hardship;

(B) provide the forbearance for up to 30 days; and

(C) extend the forbearance for up to 2 additional 30 day periods upon the request of the borrower provided that, the borrower's request for an extension is made during the covered period, and, at least 15 days prior to the end of the forbearance period described under subparagraph (B).

(2) **RIGHT TO DISCONTINUE.**—A multifamily borrower shall have the option to discontinue the forbearance at any time.

(d) **RENTER PROTECTIONS DURING FORBEARANCE PERIOD.**—A multifamily borrower that receives a forbearance under this section may not, for the duration of the forbearance—

(1) evict or initiate the eviction of a tenant from a dwelling unit located in or on the applicable property solely for nonpayment of rent or other fees or charges; or

(2) charge any late fees, penalties, or other charges to a tenant described in paragraph (1) for late payment of rent.

(e) **NOTICE.**—A multifamily borrower that receives a forbearance under this section—

(1) may not require a tenant to vacate a dwelling unit located in or on the applicable property before the date that is 30 days after the date on which the borrower provides the tenant with a notice to vacate; and

(2) may not issue a notice to vacate under paragraph (1) until after the expiration of the forbearance.

(f) **DEFINITIONS.**—In this section:

(1) **APPLICABLE PROPERTY.**—The term "applicable property", with respect to a Federally backed multifamily mortgage loan, means the residential multifamily property against which the mortgage loan is secured by a lien.

(2) **FEDERALLY BACKED MULTIFAMILY MORTGAGE LOAN.**—The term "Federally backed multifamily mortgage loan" includes any loan (other than temporary financing such as a construction loan) that—

(A) is secured by a first or subordinate lien on residential multifamily real property designed principally for the occupancy of 5 or more families, including any such secured loan, the proceeds of which are used to prepay or pay off an existing loan secured by the same property; and

(B) is made in whole or in part, or insured, guaranteed, supplemented, or assisted in any way, by any officer or agency of the Federal Government or under or in connection with a housing or urban development program administered by the Secretary of Housing and Urban Development or a housing or related program administered by any other such officer or agency, or is purchased or securitized by the Federal Home Loan Mortgage Corporation or the Federal National Mortgage Association.

(3) **MULTIFAMILY BORROWER.**—the term "multifamily borrower" means a borrower of a residential mortgage loan that is secured by a lien against a property comprising 5 or more dwelling units.

(4) **COVID-19 EMERGENCY.**—The term "COVID-19 emergency" means the national emergency concerning the novel coronavirus disease (COVID-19) outbreak declared by the President on March 13, 2020 under the National Emergencies Act (50 U.S.C. 1601 et seq.).

(5) **COVERED PERIOD.**—The term "covered period" means the period beginning on the date of enactment of this Act and ending on the sooner of—

(A) the termination date of the national emergency concerning the novel coronavirus disease (COVID-19) outbreak declared by the President on March 13, 2020 under the National Emergencies Act (50 U.S.C. 1601 et seq.); or

(B) December 31, 2020.

**Sec. 4024 TEMPORARY MORATORIUM ON EVICTION FILINGS.**

(a) **DEFINITIONS.**—In this section:

- (1) COVERED DWELLING.— The term “covered dwelling” means a dwelling that—
- (A) is occupied by a tenant—
    - (i) pursuant to a residential lease; or
    - (ii) without a lease or with a lease terminable under State law; and
  - (B) is on or in a covered property.
- (2) COVERED PROPERTY.—The term “covered property” means any property that—
- (A) participates in—
    - (i) a covered housing program (as defined in section 41411(a) of the Violence Against Women Act of 1994 (34 U.S.C. 12491(a)));
    - or
    - (ii) the rural housing voucher program under section 542 of the Housing Act of 1949 (42 U.S.C. 1490r); or
  - (B) has a—
    - (i) Federally backed mortgage loan; or (ii) Federally backed multifamily mortgage loan.
- (3) DWELLING.—The term “dwelling”—
- (A) has the meaning given the term in section 802 of the Fair Housing Act (42 U.S.C. 3602); and (B) includes houses and dwellings described in section 803(b) of such Act (42 U.S.C. 3603(b)).
- (4) FEDERALLY BACKED MORTGAGE LOAN.—The term “Federally backed mortgage loan” includes any loan (other than temporary financing such as a construction loan) that —
- (A) is secured by a first or subordinate lien on residential real property (including individual units of condominiums and cooperatives) designed principally for the occupancy of from 1 to 4 families, including any such secured loan, the proceeds of which are used to prepay or pay off an existing loan secured by the same property; and
  - (B) is made in whole or in part, or insured, guaranteed, supplemented, or assisted in any way by any officer or agency of the Federal Government or under or in connection with a housing or urban development program administered by the Secretary of Housing and Urban Development or a housing or related program administered by any other such officer or agency, or is purchased or securitized by the Federal Home Loan Mortgage Corporation or the Federal National Mortgage Association.
- (5) FEDERALLY BACKED MULTIFAMILY MORTGAGE LOAN.—The term “Federally backed multifamily mortgage loan” includes any loan (other than temporary financing such as a construction loan) that—
- (A) is secured by a first or subordinate lien on residential multifamily real property designed principally for the occupancy of 5 or more families, including any such secured loan, the proceeds of which are used to prepay or pay off an existing loan secured by the same property; and
  - (B) is made in whole or in part, or insured, guaranteed, supplemented, or assisted in any way, by any officer or agency of the Federal Government or under or in connection with a housing or urban development program administered by the Secretary of Housing and Urban Development or a housing or related program administered by any other such officer or agency, or is purchased or securitized by the Federal Home Loan Mortgage Corporation or the Federal National Mortgage Association.
- (b) MORATORIUM.—During the 120-day period beginning on the date of enactment of this Act, the lessor of a covered dwelling may not-
- (1) make, or cause to be made, any filing with the court of jurisdiction to initiate a legal action to recover possession of the covered dwelling from the tenant for nonpayment of rent or other fees or charges; or
  - (2) charge fees, penalties, or other charges to the tenant related to such nonpayment of rent.
- (c) NOTICE.—The lessor of a covered dwelling unit-
- (1) may not require the tenant to vacate the covered dwelling unit before the date that is 30 days after the date on which the lessor provides the tenant with a notice to vacate; and
  - (2) may not issue a notice to vacate under paragraph (1) until after the expiration of the period described in subsection (b).

# 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 the appropriate fee for service. (Choosing this option will remove the named Defendant only, from the property.)  
(Initial)

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

MILITARY AFFIDAVIT  
SEC. 201 (b)

Docket No. \_\_\_\_\_

Plaintiff being duly sworn on oath deposes and says that defendant(s):

is not in the military

not on active duty in the military and/or

not in a foreign country on military service

is on active military duty and/or is subject to the Service members Civil Relief Act of 2003 .

military status is unknown at this time

\_\_\_\_\_  
PLAINTIFF

(Select the applicable title for the jurat below)

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

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE STATE OF  
TEXAS / CLERK OF THE JUSTICE COURT

Penalty for making or using false affidavit – a person who makes or uses an affidavit knowing it to be false, shall be fined as provided in title 18 United States Code, or imprisoned for not more than one year, or both.

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.

When filing any Civil Suits this form must be filled out and accompany the complaint upon filing. The fees remain the same. To determine if a person is in military service, you may access the Defense Department's website at: <https://www.dmdc.osd.mil/>

## JUSTICE COURT CIVIL CASE INFORMATION SHEET

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.

<b>1. Contact information for person completing case information sheet:</b>	<b>2. Names of parties in case:</b>										
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Name: _____</td> <td style="width: 50%; border: none;">Telephone: _____</td> </tr> <tr> <td style="border: none;">Address: _____</td> <td style="border: none;">Fax: _____</td> </tr> <tr> <td style="border: none;">City/State/Zip: _____</td> <td style="border: none;">State Bar No: _____</td> </tr> <tr> <td colspan="2" style="border: none;">Email: _____</td> </tr> <tr> <td colspan="2" style="border: none;">Signature: _____</td> </tr> </table>	Name: _____	Telephone: _____	Address: _____	Fax: _____	City/State/Zip: _____	State Bar No: _____	Email: _____		Signature: _____		Plaintiff(s): _____ _____ Defendant(s): _____ _____ _____ [Attach additional page as necessary to list all parties]
Name: _____	Telephone: _____										
Address: _____	Fax: _____										
City/State/Zip: _____	State Bar No: _____										
Email: _____											
Signature: _____											
<b>3. Indicate case type, or identify the most important issue in the case (select only 1):</b>											
<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 \$10,000, 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 \$10,000, 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 \$10,000, 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 \$10,000, excluding statutory interest and court costs but including attorney fees, if any.										

**SERVICE INFORMATION SHEET**

PLEASE COMPLETE THIS INFORMATION TO EXPIDITE SERVICE OF YOUR PAPERS.

**PLAINTIFF NAME:** \_\_\_\_\_

**RESIDENCE:** \_\_\_\_\_

**PLACE OF EMPLOYMENT:** \_\_\_\_\_

**RESIDENCE PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**Number at which you can be reached or can leave a message:** \_\_\_\_\_

\*\*\*\*\*

**DEFENDANT NAME:** \_\_\_\_\_

**RESIDENCE:** \_\_\_\_\_

**PLACE OF EMPLOYMENT:** \_\_\_\_\_

**RESIDENCE PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**MAIL ADDRESS IF DIFFERENT:** \_\_\_\_\_

**TYPE OF RESIDENCE:** \_\_\_\_\_

**Description of residence and any special direction:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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