

GENERAL FILING INFORMATION

FILING SUIT: As the Plaintiff, it is your responsibility to complete the petition. The Clerk can assist you with procedural questions. The cost to file a civil suit in Justice Court is \$61.00. Service to each Defendant in Rockwall County is \$75.00. If you are serving a Defendant outside of Rockwall County, you must contact the appropriate Constable for his/her mailing address and service fee. Your petition and citation will be forwarded to the address you provide to the Clerk.

VENUE: Generally, a suit should be filed in the County and Precinct where one or more of the defendants reside. However, there are many exceptions to this rule. For further information, consult the Texas Rules of Civil Procedure.

JURISDICTIONAL LIMIT: A claim in Justice Court should not exceed the jurisdictional limit of \$10,000.00. Consult the Rules of Civil Procedure for further information.

SERVICE OF CITATION: The Clerk will draft the civil citation, attach it to the petition and forward it to either the Constable or Process Server for service on the Defendant(s).

ANSWER: Upon service, the Defendant is commanded to answer to the Court, in writing, fourteen (14) days from the date of service. Should the 14th day fall on a weekend or holiday, the Defendant's answer is due by the end of the next business day. A defendant must file an answer in Small Claims and Debt Claim cases. An answer is not required in Repair and Remedy cases; however, the Defendant may file an answer should he choose to do so.

REPRESENTATION: Litigants in Justice Court are not required to retain legal representation. However, should you choose to retain legal counsel, a letter of representation is required by the Court.

DEFAULT JUDGMENTS: A Default Judgment may be entered against the Defendant if he fails to answer or appear for trial.

TRIAL BY JUDGE OR JURY: All litigants or Attorneys are notified of trial dates via certified mail, return receipt requested, and registered mail. Notices are mailed 4-6 weeks prior to trial date. All litigants should bring evidence necessary to prove up the case. All motions for continuance must be in writing and received no later than 3 business days prior to trial.

POST TRIAL: If you are awarded a judgment, and the defendant does not file a motion for new trial within 5 days, post judgment; or appeal within twenty-one (21) days, post judgment, there are post judgment remedies a litigant may exercise.

ABSTRACT OF JUDGMENT: A plaintiff may purchase an abstract of judgment on the twenty-second (22nd) day, post judgment; the cost is \$7.00. The Clerk will draft the abstract of judgment and mail to the plaintiff. This document may be filed with the County Clerk in the county where the defendant may buy or sell real property. Consult the appropriate County for filing fee and procedures.

WRIT OF EXECUTION: If a defendant does not file an appeal within the mandated 21 days, post judgment, a plaintiff may seek remedy through a Writ of Execution any time after the 30th day from date of judgment. The citation fee is \$7.00, the service fee is \$200.00 in Rockwall County.

SUIT ON CORPORATION or COMPANY: For information regarding the Registered Agent, President or Vice-President of a Corporation or Company, consult The Secretary of State at 1-512-463-5555 www.sos.state.tx.us or the State Comptroller's office at 1-800-252-1381 www.window.state.tx.us.

LEGAL ASSISTANCE: This office does not provide legal counsel. Please consult the following agencies for guidance.

- State Bar of Texas 800-204-2222 www.texasbar.com
- Texas Young Lawyers Assoc. 512-427-1529 www.tyla.com
- Helping Hands-Rockwall 972-771-4357 950 Williams St., Rockwall 75087
- Texas Law Help www.TexasLawHelp.org

Cause No. _____

SERVICEMEMBERS CIVIL RELIEF ACT

AFFIDAVIT
50 USC Sec.520

The Department of Defense Strongly supports the enforcement of the Service Members Civil Relief Act (SCRA), formerly known as the Soldiers’ and Sailors’ Civil Relief Act of 1940. The Defense Manpower Data Center (DMDC) is an organization of the Department of Defense that maintains official information regarding eligibility status of military personnel. You are strongly encouraged to obtain verification of the person’s active duty status by contacting Department of Defense at the following link: <https://scra.dmdc.osd.mil/>. Failure to obtain Military Service verification could result in provisions of the SCRA being invoked against you.

Before me, the undersigned Justice of the Peace/Court Clerk/Notary personally appeared the below-named affiant, who under oath stated the following:

My name is _____
Plaintiff/Agent/Attorney

Being the plaintiff/agent/Attorney in the above case, I am capable of making this affidavit. The facts stated in the affidavit are within my personal knowledge and are true and correct. Plaintiff being duly sworn on his oath deposes* and says that defendant(s):

CHECK ONE:

- _____ Is (are) NOT on active duty in the U.S. Military
- _____ IS (ARE) on active duty in the U.S. Military and/or is subject to the Servicemembers Civil Relief Act of 2003
- _____ HAS (HAVE) been deployed by the U.S. Military to a foreign country
- _____ has (have) signed, while on active duty, a separate written waiver of his/her rights under the U.S. Service Members Civil Act (SCRA) of 2003

OR

- _____ Plaintiff or the undersigned (if the undersigned is acting as agent of plaintiff) is not able to determine whether any defendant is on active duty in the U.S. Military
- _____ Plaintiff or the undersigned (if the undersigned is acting as agent of plaintiff) is not able to determine whether any defendant, who is on active duty in the U.S. Military, has been deployed to a foreign country

PLAINTIFF

DATE

Subscribed and sworn to before me by _____, on this the _____ day of _____, 20_____

Justice of the Peace/Court Clerk/Notary

*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.

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:										
<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: _____											
3. Indicate case type, or identify the most important issue in the case (select only 1):											
<input type="checkbox"/> Debt Claim: 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"/> Eviction: 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"/> Repair and Remedy: 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"/> Small Claims: 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.										