

**CIVIL COVER SHEET**

TYPE OF CASE (MUST CHECK ONE) & ALL INFORMATION REQUIRED

**CIVIL**

**CJ** \_\_\_\_\_ (over \$10,000)  
**CS** \_\_\_\_\_ (under \$10,000)  
**CV** \_\_\_\_\_ (Miscellaneous Civil)  
**SC** \_\_\_\_\_ (Small Claims-less than \$6,000)  
**SC** \_\_\_\_\_ (Forcible E &D up to \$1,500)

**FAMILY AND DOMESTIC**

**AI** \_\_\_\_\_ (Artificial Insemination)  
**FA** \_\_\_\_\_ (Adoption)  
**FD** \_\_\_\_\_ (Divorce)  
**FI** \_\_\_\_\_ (Income Assignment)  
**FP** \_\_\_\_\_ (Paternity)  
**FR** \_\_\_\_\_ (Reciprocal)  
**FMI** \_\_\_\_\_ (Miscellaneous)

**PROBATE**

**PB** \_\_\_\_\_ (Probate)  
**PC** \_\_\_\_\_ (Conservatorship)  
**PG** \_\_\_\_\_ (Guardianship)  
**FB** \_\_\_\_\_ (Full Blood)

**PRINCIPAL CAUSE OF ACTION:** \_\_\_\_\_ **AMOUNT ENCLOSED:\$** \_\_\_\_\_

\_\_\_ **Defendant's Initial Pleading-Entry of Appearance/Answer/ 3<sup>rd</sup> Party Petition** Existing Case No. \_\_\_\_\_

(MUST FILL OUT FOLLOWING INFORMATION)

**ATTORNEY INFORMATION:**

Party Representing: \_\_\_\_\_  
Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Bar # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**PLAINTIFF INFORMATION**

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE  
ADDRESS: \_\_\_\_\_  
MAILING ADDRESS PHYSICAL ADDRESS  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY NO./EIN \_\_\_\_\_  
D.L. NO. \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
CELL PHONE NO. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**DEFENDANT INFORMATION**

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE  
ADDRESS: \_\_\_\_\_  
MAILING ADDRESS PHYSICAL ADDRESS  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY NO./EIN \_\_\_\_\_  
D.L. NO. \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
CELL PHONE NO. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**SUMMONS INFORMATION**

NUMBER OF SUMMONS TO BE ISSUED: \_\_\_\_\_ SUMMONS TO BE ISSUED BY COURT CLERK \_\_\_\_\_

**PETITION & SUMMONS TO BE SERVED BY:**

\_\_\_ ISSUED TO ATTORNEY \_\_\_ NO SUMMON ISSUED \_\_\_ SHERIFF \_\_\_ COUNTY: \_\_\_\_\_

PROCESS SERVER: \_\_\_\_\_ PUBLICATION \_\_\_\_\_ REGISTERED /CERTIFIED MAIL \_\_\_\_\_