



For office use only

CIVIL INFORMATION SHEET

The civil information sheet neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for use by the Clerk of the District Court for the purposes of initiating the civil docket sheet. This information will not be available to the public and this document will be stored in a separate location from the case file and then destroyed within a reasonable time. A new case **will not be accepted** without a cover sheet attached. (THIS FORM MUST BE TYPED OR PRINTED LEGIBLY)

SMALL CLAIMS

JUDGMENT DEMAND: \$ _____

SUMMONS ATTACHED: YES NO

SERVICE BY: PROCESS SERVER SHERIFF IN STATE _____ County SHERIFF OUT OF STATE _____ State

SHERIFF'S PROCESS FEE ATTACHED: YES NO

PLAINTIFF INFORMATION

NAME: _____
ADDRESS: _____
PHONE: _____ SEX: _____
SSN: _____ DOB: _____
ALIAS NAMES USED: _____

DEFENDANT INFORMATION

NAME: _____
ADDRESS: _____
PHONE: _____ SEX: _____
SSN: _____ DOB: _____
ALIAS NAMES USED: _____

ADDITIONAL PLAINTIFF INFORMATION (IF NEEDED)

NAME: _____
ADDRESS: _____
PHONE: _____ SEX: _____
SSN: _____ DOB: _____
ALIAS NAMES USED: _____

ADDITIONAL DEFENDANT INFORMATION (IF NEEDED)

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