

## **JUSTICE COURT POLICIES FOR CIVIL LAWSUITS:**

Due to time constraints and large workloads new policies for filing civil lawsuits, default judgments, writ of executions, satisfaction and dismissals have been adopted by Justice Court.

**New Suits-** *The court will accept a maximum amount of 5 (five) suits per check= \$175.00*

**Summons-** one copy for the Court records, each Defendant(s), one copy to be used as the Original for service, and one copy for the Plaintiff if you would like for your records.

**Complaints-** the original for the Court, one for each Defendant(s), and one for the Plaintiff if you would like for your records.

\*\*\*\*\*Addresses of each party must be submitted with each new suit. \*\*\*\*\*

**Default Judgments-** In order for the court to process default judgments we must receive the following:

1. Motion for default judgment
2. Notarized Affidavit of Attorneys Fees (if applicable)
3. Notarized Affidavit of Non-Military Service
4. Judgment after Default

The original is for the court, one copy for each Defendant(s), and one copy for the Plaintiff. A self-addressed stamped envelope must be provided for the defendants and Plaintiff (unless the Plaintiff has a folder in Justice Court for retrieval).

**Writ of Executions-** one copy for the Court records, one copy to be marked as Original with any other copies to be conformed.

**Satisfactions-Ddismissals-** original summons and writs must be returned either marked not served or with the certificate of service to the court prior to requesting a satisfaction or dismissal in the case. The original is for the court, one copy for each Defendant(s), and one copy for the Plaintiff. A self-addressed stamped envelope must be provided for the defendants and Plaintiff (unless the Plaintiff has a folder in Justice Court for retrieval).

On dismissals please specify on the order whether or not the case is dismissed **with or without prejudice**.

If the documentation provided does not have the accurate information or correct amount of copies it may be returned to you for correction(s). Justice Court does not carry copying accounts for any business. If you need a copy made, the fees are \$1.00/page for the first 10 pages and then \$.50/page after that. A check or cash must be provided prior to the clerk making the copies.

If you have any further questions, please feel free to contact us. Thank you for your attention to this matter.

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John E. Odlin

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