

**Civil Paperwork Must Include:**

**1 ORIGINAL and 2 COPIES** of the Entire Packet  
Note\* (Add 1 additional set of copies if multiple  
Defendants are listed)

**Copies Include:**

Cover Page / Petition / Filing Paperwork  
Military Affidavit / Covid Compliance  
Evidence / Motions / Answers

**Civil Payment must be in the form of:**

Money Order or Cashier Check

Two Separate Payable to:

**JP1** for \$54.00 (Filing Fee)

**WCCO** for \$130.00 \* per Defendant (Service Fee)

## 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 ( <i>select only 1</i> ):											
<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 \$20,000, 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 \$20,000, 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 \$20,000, 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 \$20,000, excluding statutory interest and court costs but including attorney fees, if any.										

**PETITION: SMALL CLAIMS CASE**

CASE NO. (Court use only) \_\_\_\_\_

\_\_\_\_\_  
PLAINTIFF(S)

VS.

\_\_\_\_\_  
DEFENDANT(S)

DEFENDANT(S) ADDRESS: \_\_\_\_\_

IN THE JUSTICE COURT

PRECINCT 1

WILSON COUNTY, TEXAS

**COMPLAINT:** The basis for the claim which entitles the plaintiff to seek relief against the defendant is:

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

**RELIEF:** Plaintiff seeks damages in the amount of \$\_\_\_\_\_, and /or return of personal property as described as follows (be specific): \_\_\_\_\_

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

which has a value of \$\_\_\_\_\_. Additionally, plaintiff seeks the following: \_\_\_\_\_

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

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

\_\_\_\_\_

**DEFENDANT(S) INFORMATION (if known):**

Date of Birth: \_\_\_\_\_

LAST 3 NUMBERS OF DRIVER LICENSE: \_\_\_\_\_ STATE: \_\_\_\_\_

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

PHONE NUMBER: \_\_\_\_\_

MAILING ADDRESS: (if different from physical)

\_\_\_\_\_

\_\_\_\_\_

*\*All will be required to appear in person, complete a health screen questionnaire, wear face coverings in the courtroom, practice social distancing, and practice appropriate hygiene recommendations at all times.*

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

\_\_\_\_\_.

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

\_\_\_\_\_  
Signature of Plaintiff or Attorney

\_\_\_\_\_  
Address of Plaintiff or Attorney

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Plaintiff Phone and Fax Numbers or Attorney

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

\_\_\_\_\_  
Notary Public for the State of Texas

# AFFIDAVIT OF MILITARY STATUS OF DEFENDANT(S)

CASE NO. (Court use only) \_\_\_\_\_

\_\_\_\_\_  
PLAINTIFF(S)

VS.

\_\_\_\_\_  
DEFENDANT(S)

IN THE JUSTICE COURT

PRECINCT 1

WILSON COUNTY, TEXAS

Before me the undersigned notary, on this day personally appeared the undersigned affiant whose identity is known to me. After I administered an oath to such affiant, he or she upon oath and under penalty of perjury (fine and/or up to one year in jail), stated the following:

My name is (please print) \_\_\_\_\_

I am (check one)  the plaintiff or  an authorized agent of the plaintiff in the case described at the top right 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.

(Check or fill in as applicable)

1. No defendant in this case is on active duty in the U.S. military (Army, Navy, Air Force, Marines, or Coast Guard). The facts on which I base my conclusion are as follows:

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

2. Defendant (insert name(s)) \_\_\_\_\_  
is on active duty in the U.S. military.

3. Defendant (insert name(s)) \_\_\_\_\_  
has been deployed by the U.S. military to a foreign country.

4. Plaintiff and the undersigned (if the undersigned is acting agent of plaintiff) are not able to determine whether any defendant is with the U.S. military – except for defendant named in paragraph 2 above.

5. Plaintiff and the undersigned (if the undersigned is acting as an agent of plaintiff) are not able to determine whether any defendant who is in the U.S. military has been deployed to a foreign country – except for any defendant named in paragraph 3 above.

6. Defendant (insert name(s)) \_\_\_\_\_ has signed, while on active duty, a separate written waiver or a written lease containing a waiver of his or her rights under the U.S. Service members Civil Relief Act of 2003.

\_\_\_\_\_  
Signature of Affiant

SWORN TO and SUBSCRIBED before me by \_\_\_\_\_ on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public for the State of Texas