Appendix A: The New Case Information Sheet

THE NEW CASE INFORMATION SHEET

- 1. The Plaintiff must state the Type of case being filed. Case Types are located on the Fee Schedule.
- 2. The Plaintiff must provide Description of case. Description is located on Fee Schedule.
- 3. The Plaintiff must fill in claim amount.
- 4. The Plaintiff must state whether a jury demand is to be filed. If "yes", that box should be checked and a fee of \$12.50 to \$212.50, depending on the amount claimed and the number of jurors requested.
- 5. The Plaintiff must fill in the date assigned by the clerk.
- 6. The Plaintiff should leave this blank as it only applies to attorneys.
- 7. The Plaintiff must state the name of the first plaintiff including address and telephone number.
- 8. The Plaintiff must state the name of the second plaintiff, if any, including address and telephone number.
- 9. The Plaintiff must state the name of the third party plaintiff, if any, including address and telephone number.
- 10. The Plaintiff must state the name of the first defendant including, address and telephone number.
- 11. The Plaintiff must state the name of the second defendant, if any, including address and telephone number.
- 12. The Plaintiff must state the name of the third party defendant, if any, including address and telephone number.

16th JUDICIAL CIRCUIT NEW CASE INFORMATION SHEET

	Case No			
Plaintiff/Petitioner	Defendant/Respondent		File Stamp	
All Parties must be listed on new cas (PLEASE TYPE OR PRINT)			_	•
1. Case Type(1) 2. Descr	iption:	(2)		
3. Claim Amount3	4. Jury <u>(vas/no)</u>			
5. Return date/time (where return date summons is used):			(5)	
6. Plaintiff Attorney's ARDC number Attorney's Name: (Last, First, MI)	r:			
7. First named Plaintiff:		_		
Address:				
City:	State/Zin Code:		Phone #·	
B. Additional Plaintiff/AKA/DBA/FKA/NKA/Other:			_	
Address:				
City:			Phone #·	
9. Additional Plaintiff/AKA/DBA/FKA/NKA/Other:			_	
Address:				
City:			Phone #:	
10. First named Defendant:			(10)	
Address:				
City:			Phone #:	
11. Additional Defendant/AKA/DBA/FKA/NKA/Other:				
Address:			-	
City:			Phone #:	
12. Additional Defendant/AKA/DBA/FKA/NKA/Other:				
Address:				
City:	State/Zin Code		Phone #·	