

## **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.

