



JOSE R. SALINAS
Justice of the Peace
Precinct 4, Place 1
Webb County, Texas

SMALL CLAIMS/CIVIL SUITS **REQUIREMENT LIST**

FILING FEE IS \$ 121.00 PAYABLE TO WEBB COUNTY
(CASH, LOCAL CHECK, MONEY ORDER, CREDIT CARD)

PLEASE WRITE LEGIBLE

Note: Please provide 2 copies of paperwork to the court when filing case

- _____ Complete name, address and phone number of person(s) and/or company that suit is being filed against.
- _____ All invoices, receipts, expenses and any other documents totaling amount of claim. *(EXCLUDING COURT COSTS)*
- _____ Copies of photographs of any damage(s) pertaining to case.
- _____ IF AUTO ACCIDENT CLAIM – must provide three (3) Estimates of repairs.
- _____ Police Report *(IF APPLICABLE)*.
- _____ NOTARIZED Statements or affidavits pertaining to claim filed.

Any other proof that may substantiate your claim. If Person filing Civil Claim is not owner of business and will be representing company, MUST PROVIDE A Notarized Power of Attorney

TO PLAINTIFF: Bring original documents on hearing date

_____ Plaintiff's Signature Date : _____ / _____ / 20____



CAUSE NO. _____

* IN THE JUSTICE COURT

PLAINTIFF

* PRECINCT NO. _____ PLACE NO. _____

VS

* WEBB COUNTY TEXAS

DEFENDANT

PETITION: SMALL CLAIMS CASE

Defendant(s) address: _____
Street Address City, State, and Zip Code

COMPLAINT: The basis for the claim which entitles Plaintiff to seek relief against Defendant is:

RELIEF: Plaintiff seeks: damages in the amount of \$ _____, 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 Defendant(s) by: personal service at home or work, registered mail, certified mail, return receipt requested. If required, Plaintiff requests alternative service as allowed by the Texas Rules of Civil Procedure. Other addresses where Defendant(s) may be served are:

I hereby request a jury trial. The fee is \$22 and must be paid at least 14 days before trial.

I hereby consent for the answer and any other motions or pleadings to be sent to my email address as follows:

Petitioner's Printed Name

Signature of Plaintiff or Attorney

DEFENDANT'S INFORMATION (if known)

Date of Birth _____ / _____ / _____

Address of Plaintiff or Plaintiff Attorney

Last three digits of Driver License _____

City, State, Zip Code

Phone No. _____ () _____

Phone & Fax No. of Plaintiff or Plaintiff Attorney

FILED ON THIS THE _____ DAY OF _____, 20_____.

CLERK OF THE JUSTICE COURT OR NOTARY PUBLIC SIGNATURE

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:
<p>Name: _____ Telephone: _____</p> <p>Address: _____ Fax: _____</p> <p>City/State/Zip: _____ State Bar No: _____</p> <p>Email: _____</p> <p>Signature: _____</p>	<p>Plaintiff(s): _____</p> <p>_____</p> <p>Defendant(s): _____</p> <p>_____</p> <p>_____</p> <p>[Attach additional page as necessary to list all parties]</p>	
3. Indicate case type, or identify the most important issue in the case (select only 1):		
<p><input type="checkbox"/> Debt Claim: 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 \$10,000, excluding statutory interest and court costs but including attorney fees, if any.</p>	<p><input type="checkbox"/> Eviction: 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 \$10,000, excluding statutory interest and court costs but including attorney fees, if any.</p>	
<p><input type="checkbox"/> Repair and Remedy: 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 \$10,000, excluding statutory interest and court costs but including attorney fees, if any.</p>	<p><input type="checkbox"/> Small Claims: 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 \$10,000, excluding statutory interest and court costs but including attorney fees, if any.</p>	

