



Order Date: \_\_\_\_\_

# COURT FILING INSTRUCTIONS

Client Name & Address: \_\_\_\_\_

County: \_\_\_\_\_

Court Branch/Location:

Limited  Under 10K  Over 10K  Unlimited  U.D.

Telephone: \_\_\_\_\_

Case Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Case Title: \_\_\_\_\_

Contact: \_\_\_\_\_

Documents:

File Number: \_\_\_\_\_

Summons and Complaint  Answer to Complaint  Dismissal / Satisfaction  Default Judgment  Motion

FEES ATTACHED \$ \_\_\_\_\_ CHECK NO (S): \_\_\_\_\_

DEFENDANT/RESPONDENT FIRST APPEARANCE FEES PAID?  NO  YES DATE PAID: \_\_\_\_\_

**SPECIAL INSTRUCTIONS: Please note any filing requirements!**

Last Date to File: \_\_\_\_\_  
Date

Statute Runs on: \_\_\_\_\_  
Date

**RUSH ASSIGNMENT**

Additional Charges Approved by:  
(If Applicable)

Return by: \_\_\_\_\_  
Date

Name: \_\_\_\_\_

HEARING DATE: \_\_\_\_\_ HEARING TIME: \_\_\_\_\_  AM  PM IN DEPT/DIV: \_\_\_\_\_

FILE  RESEARCH  ISSUE  RECORD  OBTAIN COPIES  
 Plain  Certified

ADDITIONAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_

**FOR ATTORNEY'S CERTIFIED SERVICES ONLY – PLEASE DO NOT PRINT OR TYPE BELOW THIS LINE**

Submitted on: \_\_\_\_\_  
Date

Completed on: \_\_\_\_\_  
Date

OBTAINED "RECEIVED" FACE PAGE (S)

RESEARCH TIME: \_\_\_\_\_

OBTAINED "FILED" FACE PAGE (S)

FEES ADVANCED: \_\_\_\_\_  
Dollar Amount Check No.

DOCUMENTS REJECTED - Rejection Slip Attached

DOCUMENTS REJECTED without Formal Rejection Slip

CLIENT NOTIFIED  
BY PHONE

CLIENT NOTIFIED  
BY FAX

Reason for Rejection: \_\_\_\_\_  
\_\_\_\_\_

SPOKE WITH NAME: \_\_\_\_\_

FAXED TO NAME: \_\_\_\_\_