

Suzanne Sullivan
Justice of the Peace, Precinct 2
2200 7th Street, 4 floor | Bay City, Texas 77414
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**INSTRUCTIONS AND INFORMATION FOR FILING
EVICTION CASES IN JUSTICE COURT**

PLEASE READ CAREFULLY BEFORE COMPLETING THE PETITION

1. Your petition and affidavit must be properly completed and notarized in order to be accepted by our court. Must be printed in ink.
2. Plaintiff must name as defendants, all tenants obligated under the lease and residing at the premises which Plaintiff seeks to evict. No Judgment or Writ of Possession may be issued or executed against a tenant obligated under a lease and residing at the premises who is not named in the petition and served with citation. There is a \$75.00 service fee for each defendant. It is the responsibility of the Plaintiff to file an Eviction Petition in the precinct where the rental property is located.
3. The tenant's full address, including apartment number must be included in the petition.
4. If you are suing for rent or past due rent, the amount you are suing for must be 20,000.00 or less. Each tenant listed on the petition must be personally served. Your Notice to Vacate must include any amount of past due rent you are suing for and the time limit to vacate, in accordance with the lease. If there is not a lease, a minimum of three days is required by law.
5. Filing Fees are payable by money orders, cashier's checks, debit cards and credit cards. Online payments may be made by visiting the Certified Payments website listed on the second page or by calling the toll-free phone number to Certified Payments.
6. Please refer to your court cause number when calling our office to inquire on the status of your cause. The Cause Number will be recorded on your payment receipt.
7. Eviction suits may be dismissed in open court or by the court receiving a letter from the Plaintiff which states they wish to have the case dismissed.
8. A Trial Notice will be sent to the Plaintiff/s by via postal mail, email or fax.
9. PLAINTIFFS AND DEFENDANTS - **ALL DOCUMENTS TO PROVE YOUR CASE: EXHIBITS, PICTURES, DISCOVERY & ETC. MUST BE FILED NO LATER THAN THE DAY BEFORE YOUR COURT DATE. COPIES MUST BE PROVIDED TO THE COURT AND TO THE OPPOSING PARTY.**

NOTE

DO NOT ASK TO SPEAK TO THE JUDGE. The judge cannot listen to any portion of your case and then actually hear the case upon trial. Any question should be directed to the clerks and if there is a problem, this will be addressed to the Judge by the clerks. **ANY LEGAL QUESTION MAY NOT BE ANSWERED BY THIS COURT.**

SCHEDULE OF FEES FOR JUSTICE COURT CASES

Filing Fees IF the Defendant lives in Matagorda County:

Filing Fee	\$ 54.00
***Service Fee	\$ 75.00
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Total	\$ 129.00

***If the Defendant lives **OUT** of Matagorda County the above Service Fee may differ in another county. Please contact the Sheriff's office in that county and ask for the following information: **Who will serve a Civil Citation from Matagorda County? Get the Constable's, or whoever will serve the citation: Name, Address and Phone. Be sure and ask how much they charge to serve a Civil Citation.**

Other fees that may apply to Justice Court Cases:

Jury Fee	\$ 22.00
Subpoena	\$ 75.00
Abstract of Judgment	\$ 5.00
Writ of Execution	\$130.00 in Matag. Co. (Srv \$125/JPFee \$5)
Writ of Garnishment	\$130.00 in Matag. Co. (Srv \$125/JPFee \$5)
Writ of Possession	\$130.00 in Matag. Co. (Srv \$125/JPFee \$5)
Appeal Transcript Fee	\$ 10.00

Out of County Writs: \$5.00 Writ fee to JP2. The clerk will prepare the Writ and then contact the Plaintiff to hire a person qualified to serve the Writ.

Payments accepted:

Cash (exact amount)

Money Order (exact amount)

Credit Card **in person, by phone, or online:**

www.certifiedpayments.net | 1-866-539-2020

Provide the Bureau Code: 7427587