



Wilson County JP4
Website Link for
Forms, & Self Help

CIVIL PAPERWORK *Must Include: **1 ORIGINAL** and **2 COPIES**
 Note*(**Add additional set of copies if multiple Defendants are listed**)
Including: Cover Page, Petition, Filing Paperwork, Military Affidavit,
 Evidence, Motions, & Answers
 Civil Payment must be in the form of: **Money Order** or **Cashier Check**
***Two Separate Payable to: Filing Fee – (JP 4) \$54.00**
Service Fee – (WILSON COUNTY CONSTABLE) \$130.00 (per Defendant)

JUSTICE COURT CIVIL CASE INFORMATION SHEET (9/19)

CAUSE NUMBER (FOR CLERK USE ONLY): SC4-25 _____

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 would be appreciated 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, does not replace 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:
Name: _____ Address: _____ City/State/Zip: _____ Telephone: _____ Fax: _____ State Bar No: _____ Email: _____ Signature: _____	Plaintiff(s): _____ Defendant(s): Name: _____ Address _____ City/State/Zip: _____ Defendant(s): Name: _____ Address _____ City/State/Zip: _____ <small>[Attach additional page as necessary to list all parties]</small>
3. Indicate case type, or identify the most important issue in the case (select only 1):	
<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 \$20,000, excluding statutory interest and court costs but including attorney fees, if any.	<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 \$20,000, excluding statutory interest and court costs but including attorney fees, if any.
<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.	<input checked="" 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 \$20,000, excluding statutory interest and court costs but including attorney fees, if any.

CAUSE NO. _____

PLAINTIFF
v.

DEFENDANT

§
§
§
§
§
§

IN THE JUSTICE COURT

PRECINCT 4

WILSON COUNTY, TEXAS

PETITION: SMALL CLAIMS CASE

I. DEFENDANT(S) ADDRESS: _____

II. COMPLAINT: Plaintiff files this suit against Defendant based upon the following facts: _____

III. 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: _____

IV. SERVICE OF CITATION: Service is requested on Defendant(s) by:

- Personal service at home or work,
- Registered mail, or
- 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: _____

V. ONGOING INTEREST: Plaintiff does or does not seek ongoing interest. If so:

The effective interest rate claimed is _____%; this interest rate is based upon contract statute and began accruing on _____; the dollar amount of interest claimed as of _____ is \$ _____.

VI. JURY REQUEST

- I request a jury trial. (*The fee is \$22 and must be paid at least 14 days before trial unless you file a Statement of Inability to Afford Payment of Court Costs in compliance with Rule 502.3.*)
- I do not request a jury at this time.

VII. SERVICE BY EMAIL (*Normally, documents in this case are sent by mail. If it is easier for you, you can choose to get some of the documents sent by email. If you choose to get documents by email, you must have an email account where you can receive, open, and view large attachments, and it is important that you check this email account every day. Even if you receive some documents by email, you will still receive some documents about the case by mail or personal service, so you must not ignore any documents from the court or other parties received by mail or personal service.*)

- Yes, I would like to receive documents related to this case by email at this email address:

_____.

- No, I do not want to receive any documents by email.

Respectfully submitted,

Signature of Plaintiff

Printed Name: _____

Address: _____

Email: _____

Telephone: _____

Fax: _____

Signature of Attorney, if any

Printed Name: _____

Address: _____

Email: _____

Telephone: _____

Fax: _____

State Bar No.: _____

CAUSE NO. _____

_____	§	IN THE JUSTICE COURT
PLAINTIFF	§	
v.	§	PRECINCT 4
_____	§	
DEFENDANT	§	WILSON COUNTY, TEXAS
	§	

SERVICEMEMBER'S CIVIL RELIEF ACT AFFIDAVIT

Instructions: The Servicemember's Civil Relief Act applies to a civil proceeding in the Justice Courts. Before entering a default judgment against an individual defendant, the plaintiff must file with the court an affidavit stating whether or not the defendant is in military service, showing necessary facts to support the affidavit, or stating that the plaintiff is unable to determine whether or not the defendant is in military service, if that is the case. The requirement for an affidavit may be satisfied by a written, signed document declared to be true under penalty of perjury. If it appears that the defendant is in military service, the court may not enter a judgment until after the court appoints an attorney to represent the defendant. If the court is unable to determine if the defendant is in military service, the court may require the plaintiff to file a bond in an amount approved by the court. To obtain certificates of service or non-service under the Servicemember's Civil Relief Act, you may access the public website: <https://scra.dmdc.osd.mil/scra/#/home>. This website will provide the current active military status of an individual.

Plaintiff being duly sworn under oath swears that Defendant is: *(check one)*

- not on active duty in the military
- on active military duty and/or is subject to the Servicemember's Civil Relief Act of 2003
- has waived in writing his/her rights under the Servicemember's Civil Relief Act of 2003
- military status is unknown at this time

PLAINTIFF

SWORN TO AND SUBSCRIBED before me on _____, 20____.

CLERK OF THE JUSTICE COURT OR NOTARY

**Penalty for making or using false affidavit – a person who makes or uses an affidavit knowing it to be false, shall be fined as provided in Title 18, United States Code, or imprisoned for not more than one year or both.*

CAUSE NO. _____

PLAINTIFF §
v. §

DEFENDANT §
§

IN THE JUSTICE COURT

PRECINCT 4

WILSON COUNTY, TEXAS

NOTICE OF DEFENDANT’S LAST KNOWN MAILING ADDRESS

The undersigned certifies that the last known mailing address of the defendant in this case is:

Defendant’s Name: _____.

Defendant’s Last Known Mailing Address: _____

_____.

(Signature of Plaintiff or Plaintiff’s Attorney of Record) Date

Printed Name: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____