

CAUSE NO. _____

_____	§	IN THE JUSTICE COURT
PLAINTIFF	§	
	§	
v.	§	PRECINCT THREE
	§	
_____	§	
DEFENDANT	§	POLK 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.

VIII. **REMOTE PARTICIPATION**
Hearing by Phone Call: *(When a hearing happens by phone call, you will be able to talk to and hear the judge, Plaintiff, or any witnesses, but you will not be able to see them. Copies of any evidence to be used must be exchanged by the parties and sent to the judge before the hearing.)*
 Yes, I am able to have any hearings in this case, except a jury trial, by phone call with the judge and Plaintiff and understand that I must have a phone to use on the date and time of the hearing.
 No, I am not able to have hearings by phone call.

Hearing by Video Conference: *(When a hearing happens by video conference, you can hear, see, and talk to the judge, Plaintiff, and any witnesses. You will be able to see any evidence*

presented during the hearing. You will need to have a computer, a smartphone, or tablet that has a camera feature. You will also need access to the internet to be able to have a video conference.)

Yes, I am able to have any hearings in this case, except a jury trial, by video conference. I understand that I am responsible for having the equipment and internet access needed to participate in a video conference on the date and time of the hearing.

No, I am not able to have hearings by video conference.

NOTE: Your responses in this section do not guarantee that hearings will be held remotely, but rather they help the court know how you are able to participate.

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: _____

PLAINTIFF

VS-

DEFENDANT

IN THE JUSTICE COURT

PRECINCT 3, PLACE 1

POLK COUNTY, TEXAS

NON-MILITARY AFFIDAVIT

BEFORE ME, the undersigned authority, on this date personally appeared

_____, known to me to be a credible person
and after being duly sworn upon his oath did depose and say:

"I, _____, Plaintiff in the above-entitled and
numbered cause and am duly authorized to make this affidavit.

Defendant, _____, was not, either at the
time of the institution of this suit, or at any time since, been a member of any
military or naval service in the United States of America insofar as is now or
can be determined by
affiant."

Further affiant sayeth not.

(Signature)

(Print Name)

THE STATE OF TEXAS, COUNTY OF POLK SIGNED AND SWORN TO, BEFORE
ME, the undersigned authority on this day _____
To certify which witness my hand and seal of office.

Notary/Judge for the State of Texas

_____.

CONSTABLE SERVICE INFORMATION SHEET

IN ORDER FOR THE CONSTABLE'S OFFICE FOR PCT 3 POLK COUNTY TO SERVE THIS CITATION IN A TIMELY MANNER THE BELOW INFORMATION **MUST** BE COMPLETED AND RETURNED WITH THE PACKET.

ADDRESS DIRECTIONS:

HOUSE AND YARD DESCRIPTION:

VEHICLE DESCRIPTIONS:

MAKE _____ MODEL _____ YEAR _____ COLOR _____

MAKE _____ MODEL _____ YEAR _____ COLOR _____

TIMES OF DAY USUALLY AT HOME, IF KNOWN: _____

ARE THERE DOGS Y / N ARE THEY AGGRESSIVE: Y / N

IS THERE ANYTHING THE CONSTABLE SHOULD BE AWARE OF: _____

SHOULD THE CONSTABLE HAVE QUESTIONS, PLEASE LIST YOUR NAME AND NUMBER BELOW:

LANDLORD NAME: _____

PHONE # _____