

# Quick Reference Guide To Completing Forms Prior To Filing

## **Complaint for Ejectment from Real Estate (Form #1)**

- Fill in parties' names in the space provided (the Plaintiff is the party initiating this action and the Defendant is the party against whom the case is initiated).
- Read each line and fill in the appropriate response.
- Date and sign in the space provided and print or type your name, address and telephone number.
- Attach a chain of title to the complaint. A *chain of title* is a record of successive conveyances, or other forms of alienation, affecting a particular parcel of land, arranged consecutively, from the government or original source of title down to the present holder.  
"Chain of Title." Black's Law Dictionary. 6th ed. 1990.

## **Civil Cover Sheet (Form #2)**

- Fill in names of Plaintiff(s) and Defendant(s).
- Select "Other Real Property Actions" under Real Property/Mortgage Foreclosure for the appropriate money amount.
- Check the appropriate box to indicate whether a jury is being demanded in the complaint.
- Date and sign the cover sheet.

## **Nonmilitary Affidavit (Form #3)**

- Fill in names of Plaintiff(s) and Defendant(s).
- Read each line and select and/or fill in the appropriate response.
- **Date and sign in the presence of a Notary Public or Deputy Clerk.**

## **Summons: Personal Service on an Individual (Form #4)**

- Fill in names of Plaintiff(s) and Defendant(s).
- Provide the name and address of the party being served (Defendant).
- Provide the name and address of the serving party (Plaintiff).
- Once completed the **Clerk** will date and sign for issuance.

## **Motion for Clerk's Default (Form #5)**

- Fill in names of Plaintiff(s) and Defendant(s).
- Fill in the name of the party a default will be entered against (Defendant).
- Sign in the space provided and print or type your name, address and telephone number.
- Once completed the **Clerk** will date, sign and seal for issuance.

## **Notice of Hearing (Form #6)**

- Fill in names of Plaintiff(s) and Defendant(s).
- Read each line and fill in the appropriate response with the hearing information obtained from the judge's assistant.
- Provide the name and address of the party being served, select the type of service used and the date it was perfected.
- Sign in the space provided and print or type your name, address and telephone number.

### **Motion for Default Final Judgment (Form #7)**

- Fill in names of Plaintiff(s) and Defendant(s).
- Fill in the name of the party you are requesting a default against (Defendant).
- Fill in the date of the default entered by the Clerk, if available.
- Sign in the space provided and print or type your name, address and telephone number.

### **Final Judgment for Ejectment (Form #8)**

- Fill in names of Plaintiff(s) and Defendant(s).
- Read each line and fill in the appropriate response.
- Fill in the name and addresses of all parties that will receive a copy.
- Once completed, the **Judge** will sign and date this form.

### **Writ of Possession (Form #9)**

- Fill in names of Plaintiff(s) and Defendant(s).
- Complete the property description
- Fill in the name of the party receiving possession (Plaintiff).
- Once completed the **Clerk** will date, sign and seal for issuance.

### **Disclosure from Nonlawyer (Form #10)**

- Read each line and select and/or fill in the appropriate response.
- Both persons should sign in the space provided

### **Notice of Voluntary Dismissal (Form #11)**

- Fill in names of Plaintiff(s) and Defendant(s).
- Fill in the name of the person dismissing the action (Plaintiff).
- Provide the name and address of the party being served, select the type of service used and the date it was perfected.
- Sign in the space provided and print or type your name, address and telephone number.