

Justice Court Civil Case Information Sheet (1/15/26)

Cause Number (for Clerk use ONLY) _____

STYLED _____

v. _____

(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 must be completed and submitted 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, required by Rule of Civil Procedure 502, is intended to collect information that will be used for statistical purposes only. It neither replaces nor supplements the filings or service of pleadings 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:
<p>_____ Name</p> <p>_____ Address</p> <p>_____ Apt/Suite</p> <p>_____ City</p> <p>_____ State</p> <p>_____ Zip</p> <p>_____ Email</p> <p>_____ Telephone</p> <p>_____ Fax</p> <p>_____ State Bar No.</p> <p>_____ Signature</p>	<p>Plaintiff(s):</p> <p>_____</p> <p>_____</p> <p>Defendant(s):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>[Attach additional page as necessary to list ALL parties]</p>
3. Indicate case type, or identify the most important issue in the case (select only 1):	
<p><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.</p>	<p><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.</p>
<p><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 \$20,000, excluding statutory interest and court costs but including attorney fees, if any.</p>	<p><input 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.</p>

Judge Valencia Nash

Justice of the Peace, Precinct 1, Place 2

South Dallas Government Center

8301 S. Polk St Ste. 2200

Dallas TX 75232

Phone 972.228.2272

Fax 972.228.2472

CAUSE NO. _____

STATEMENT OF CLAIM
IN THE SMALL CLAIM COURT OF DALLAS COUNTY, TEXAS

PLAINTIFF'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (____) _____

DEFENDANT #1 NAME _____

AGENT FOR SERVICE _____

If corporation/Company...Agent to be Served

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (____) _____

Is Defendant in the Military? Yes ___ No ___

If yes, is the Defendant of active duty? Yes ___ No ___

DEFENDANT #2 NAME _____

AGENT FOR SERVICE _____

If corporation/Company...Agent to be Served

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (____) _____

Is Defendant in the Military? Yes ___ No ___

If yes, is the Defendant of active duty? Yes ___ No ___

HEREINAFTER called DEFENDANT(S) is (are) justly debted to PLAINTIFF(S) in the sum of \$ _____
 (plus court costs)

FOR (state the nature of the claim)

If you wish to give your consent for the answer and any other motions or pleadings to be sent to your email address,
 please check this box, and provide your valid email address: _____

Plaintiff Signature_____
Signature of Attorney for Plaintiff (if applicable)

ADDRESS/CITY/ZIP (Plaintiff Attorney) _____

TELEPHONE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 20____Y

 JUDGE/CLERK/NOTARY PUBLIC
 PRECINCT 1, PLACE 2
 DALLAS COUNTY, TEXAS