CIVIL CHECKLIST FOR PLAINTIFF

found on the Globe Regional Justice Court website

The following checklist may assist you in processing your case. Write down the applicable dates, and check off each event as it occurs:

☐ _____ Date your complaint was filed.
Note amount of the filing fee paid: $_____.

☐ _____ Date that the summons, complaint and notice to defendant were served.

☐ _____ Date that the defendant's time to file an answer will expire.
(20 days after defendant was served, 30 days if served out of state.)

If an answer is not filed:

☐ _____ Date that the application for entry of default was filed with the court, with copies mailed to defaulted defendant(s) and other parties. See Rule 140 of the Justice Court Rules of Civil Procedure.

☐ _____ Date that your request for entry of default judgment without a hearing was filed.

If an answer is filed:

☐ _____ Date the defendant filed an answer.

☐ _____ Date for all parties to exchange a disclosure statement. Disclosure is the pretrial process requiring each party to exchange information with the opposing party. The exchange must occur within 40 days after the filing date of the answer.

If a counterclaim is filed:

☐ _____ Date the defendant filed a counterclaim.

☐ _____ Date that your time to file an answer to the counterclaim will expire.
(If the defendant files a counterclaim, you must file an answer within 20 days from the date of service. If you fail to file an answer, the defendant may obtain a default judgment against you.)

☐ _____ Date that your answer to the counterclaim was filed and that a copy was mailed to defendant.

If a hearing/trial is scheduled by the court:

☐ _____ Date of hearing/trial. The court will notify all parties of any scheduled hearing dates.

NOTICE TO ALL PARTIES:

Default: If the time to answer passes and the defendant(s) fails to answer the complaint, or if the time to answer a counterclaim passes and the plaintiff(s) fails to answer the counterclaim, you may get information and forms from the court for obtaining a default judgment from Globe Regional Justice Court website.

Dismissal: If you no longer wish to proceed with your claim, you are required to file a Notice of Voluntary Dismissal if the defendant has not filed an answer or a **Dismissal** by agreement that must be signed by all parties if the defendant has filed an answer. Plaintiff may dismiss the complaint at any time before the defendant files an answer by filing a **Notice of Voluntary Dismissal**. Once the defendant has filed an answer, both parties must stipulate (agree in writing) to a dismissal.

Notice of Change of Address: All parties are required to inform the court in writing of a current address to ensure that the party can receive all notices mailed from the court.

If set by the court, Pre-trial Conference is scheduled for _____. You are required to exchange with the opposing party ALL INFORMATION (copies of exhibits, list of witnesses, law supporting your claim, or defense etc.) known or available concerning this matter.

TRIAL scheduled for _____. Bring all evidence, exhibits and witnesses you need to present your case or establish your defense to a counterclaim. Provide additional copies for all parties and the court.

Collecting the Judgment: If you are not able to make arrangements with the losing party to collect your judgment, you may seek a Writ of Execution, a Writ of Garnishment, or an Order for Supplemental Proceedings (debtor's examination). You may ask the court clerk for the necessary form. See the information and forms on the Globe Regional Justice Court website under Collecting a Judgment and Garnishment Forms.

Note: The information in this checklist is only a summary. It is not intended to be a complete list of the requirements of the Arizona Rules of Civil Procedure for Justice Courts.