Yuma County Justice Court Precinct Two

1358 E. Liberty St. / PO Box 7650 Somerton, AZ Ph (928) 314-5100

CIVIL ANSWER

CIVIL CHECKLIST FOR DEFENDANT

The following checklist may assist you in processing your case. You may check off each action as it occurs and enter dates of completed or future actions.

[ ] If you object to the venue (the precinct in which the Complaint was filed), you must file a request to transfer the venue of the lawsuit to the correct precinct. This must be done no later than 10 days after you have filed your Answer and must include an affidavit stating the reasons for your request. See JCRCP 133(c).

[ ] Answer filed and filing fee paid on _____ (date)
Within 20 calendar days of the date you were served / 30 calendar days if served out-of-state.
If you fail to file an Answer, the Plaintiff may obtain a default judgment against you.

[ ] Provided other parties with a Disclosure Statement on _____ (date)
(40 calendar days after filing of Answer)

[ ] Counterclaim filed, and copy mailed to the Plaintiff on _____ (date)
If you intend to file a Counterclaim you must do so at the same time the Answer is filed. You must use the proper form and mail a copy to the Plaintiff.

[ ] Plaintiff's time to file an Answer to Counterclaim expires on _____ (date)
(20 calendar days after service)

If no Answer to Counterclaim is received:

[ ] Application for Entry of Default filed with court and copy mailed to all parties in the case on _____ (date).

[ ] Request and Affidavit for Entry of Default Judgment filed with court and copy mailed to all parties in the case on _____ (date).

NOTICE TO ALL PARTIES:

Default: If the time to answer passes and the Defendant fails to answer the Complaint or if the time to answer a Counterclaim passes and the Plaintiff fails to answer the Counterclaim, you may get information and forms from the court or its website for obtaining a default judgment, or at http://www.azcourts.gov/efilinginformation or http://www.azcourts.gov/selfservicecenter.

Dismissal: 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.

If set by the court, a Pre-trial Conference is scheduled for_____. You are required to exchange with the opposing party the Disclosure Statement (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.

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

Collecting the Judgment: If you are not able to make arrangements 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 forms.

REQUEST FOR REASONABLE ACCOMMODATION FOR PERSONS WITH DISABILITIES OR REQUEST FOR AN INTERPRETER MUST BE MADE TO THE COURT AS SOON AS POSSIBLE BEFORE A COURT PROCEEDING.

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Representing [ ] Self or [ ] Lawyer for _____
Lawyer's Bar Number: _____

For Clerk's Use Only

YUMA JUSTICE COURT PRECINCT TWO
1358 E. Liberty St. / PO Box 7650 Somerton, AZ 85349
Ph: (928) 314-5100

Case Number: _____

ANSWER (CIVIL)

_____		_____
_____	vs.	_____
_____		_____
( ) _____		( ) _____
_____		_____
Plaintiff(s) Name / Address / Phone / Email		Defendant(s) Name / Address / Phone / Email

1. The following named Defendant(s) answer(s) the Complaint as follows: _____
_____

2. I ☐ admit ☐ deny that this court has jurisdiction over this matter. (If denied, state reason why.)
_____
_____
_____

3. I admit the following portion(s) of Plaintiff's Complaint: _____
_____
_____

4. I deny the following portion(s) of Plaintiff's Complaint: _____
_____
_____

Case Number: _____

5. I do not have enough knowledge to admit or deny the following portion(s) of Plaintiff's Complaint:

_____

_____

_____

6. I am asking the court to deny Plaintiff's claim. The Plaintiff is not entitled to judgment because:

_____

_____

_____

7. ☐ I am also asking for reimbursement of my court costs and/or attorneys' fees.

8. I state under penalty of perjury that the foregoing is true and correct.

_____ _____

Date Defendant(s) Signature

_____

Defendant(s) Title

Please inform court staff if interpreter services are required.

[ ] YES. I need interpreter services. Language: _____

I CERTIFY that a copy of this document will be provided by:

[ ] hand-delivery [ ] first-class mail [ ] electronic means on _____
to _____

[ ] hand-delivery [ ] first-class mail [ ] electronic means on _____
to _____

_____ _____

Date Defendant(s) Signature

_____

Defendant(s) Title

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Representing [ ] Self or [ ] Lawyer for _____
Lawyer's Bar Number: _____

For Clerk's Use Only

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1358 E. Liberty St. / PO Box 7650 Somerton, AZ 85349
Ph: (928) 314-5100

Case Number: _____

COUNTERCLAIM (CIVIL)

_____		_____
_____	vs.	_____
_____		_____
(____) _____		(____) _____
_____		_____
Plaintiff(s) Name / Address / Phone / Email		Defendant(s) Name / Address / Phone / Email

1. The following named Defendant(s): _____ having filed an Answer to Plaintiff's Complaint, now counterclaim(s) against the following named Plaintiff(s) _____ _____ as follows.

2. If this claim is for recovery on an assigned debt, the original owner of the debt is: _____ _____

3. This court has jurisdiction over this matter. If the amount requested exceeds the jurisdictional limit of the justice court, the case will be transferred to the Superior Court.

4. Venue in this precinct is proper because:
   - ☐ The Defendant resides in this precinct, or
   - ☐ A.R.S. § 22-202 permits me to file a lawsuit in this venue.

5. The Plaintiff(s) owe the Defendant(s) because: _____ _____ _____

(State the facts in support of your claim. You may attach an additional page to your complaint, if necessary.)

6. ☐ **The amount I am requesting <u>can</u> be calculated with certainty.** I am asking the court to award me judgment against Plaintiff(s) in the sum of $ _____.

OR

☐ **The amount I am requesting <u>cannot</u> be calculated with certainty**. I am asking the court to award me judgment against the Plaintiff(s) in the approximate sum of $ _____.

Describe the damages: _____

_____

_____

7. I am also asking for reimbursement of the following:

☐ Attorney's fees	$_____
☐ Pre-judgment interest	$_____
☐ Post-judgment interest	$_____
☐ Court costs	$_____
☐ Other (specify): _____	$_____
Total:	$_____

8. I state under penalty of perjury that the foregoing is true and correct.

_____ _____

Date Defendant(s) Signature

_____

Defendant(s) Title

TO THE PLAINTIFF(S): You have 20 days to respond to this Counterclaim by filing a written Answer. If you fail to do so, a default judgment may be entered against you for the relief sought by the party filing the Counterclaim.

Please inform court staff if interpreter services are required.

[ ] YES, I need interpreter services. Language: _____

I CERTIFY that a copy of this document will be provided on _____by:

[ ] hand-delivery [ ] first-class mail [ ] electronic means

_____ _____

Date Defendant(s) Signature

_____

Defendant(s) Title