

CIVIL CHECKLIST FOR DEFENDANT

The following checklist may assist you in processing your case. Check off each action as it occurs or has been completed.

- If you object to the venue (the precinct in which the complaint was filed) you must file a MOTION FOR CHANGE OF VENUE before your Answer is filed.
- Date ANSWER filed and filing fee paid _____
Within 20 calendar days of the date you were served/30 days if served out-of-state.
If you fail to file an answer, the plaintiff may obtain a default judgment against you.
- Date to provide other parties with A DISCLOSURE STATEMENT _____
40 days after filing of Answer
- Date COUNTERCLAIM filed and copy mailed to the Plaintiff
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.
- Date Plaintiff's time to file an Answer to the COUNTERCLAIM expires _____

IF NO ANSWER TO THE COUNTERCLAIM IS RECEIVED:

- Date APPLICATION FOR ENTRY OF DEFAULT filed with court and copy mailed to plaintiff

- Date the REQUEST FOR ENTRY OF DEFAULT JUDGMENT filed with the court and copy mailed to the plaintiff

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 for obtaining a default judgment or at www.azturbocourt.gov

If you no longer wish to proceed with your claim, you are required to file a **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.

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.

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 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.