**ANSWER TO COUNTERCLAIM INSTRUCTIONS**

**If you want to file an ANSWER TO A CIVIL CASE COUNTERCLAIM.**

A counterclaim is a claim made by the Defendant against the Plaintiff. If the Defendant files a counterclaim, you (the Plaintiff, *counter-Defendant*) have **TWENTY (20) calendar days** from the date received in which to file an **Answer to Counterclaim.**

**There is no fee to file an answer to a counterclaim.**

**A DEFAULT JUDGMENT MAY BE ENTERED FOR FAILURE TO ANSWER THE COUNTERCLAIM**

**Please STOP…**

* If you have not received a counterclaim.
* If your time to answer has expired and there has already been a judgment rendered.

**Please PROCEED…**

* If you are within the time allowed for filing an Answer to Counterclaim.

**FORMS Needed:**

* Answer to Counterclaim.

**INSTRUCTIONS:**

1. Complete the form and make copies. The court will require an original and you may wish to keep a copy; additionally, each named Defendant will need a copy of your answer.
2. File (or mail) the original form with the court clerk.
3. Mail or deliver copies to the Defendant(s) or the attorney(s) for the Defendant(s).

**IT IS IMPORTANT THAT ALL PARTIES KEEP THE COURT APPRISED OF ANY CHANGE IN ADDRESS.**

A Notice of Change of Address form must be filed with the court when a party changes their address.