

COCHISE COUNTY JUSTICE COURTS CIVIL DIVISION DEFENDANT'S CIVIL CHECKLIST

THIS IS YOUR CASE AND THERE ARE CERTAIN THINGS YOU MUST DO. THE FOLLOWING CHECKLIST HAS BEEN PREPARED TO ASSIST YOU. BE SURE TO CHECK OFF EACH ITEM AS IT HAS BEEN COMPLETED.

NOTE: IT IS IMPORTANT THAT EACH PARTY TO AN ACTION KEEP THE COURT APPRISED OF HIS OR HER CURRENT MAILING ADDRESS.

WRITE YOUR CASE NUMBER HERE: _____

FILING YOUR ANSWER:

- Defendant received Complaint.
- Defendant filed answer and paid Answer fee to the court.
- Defendant mailed answer to plaintiff.

IF A COUNTERCLAIM IS FILED:

- Counterclaim is filed.
- Counterclaim is mailed to plaintiff. Reply to counterclaim must be filed within twenty (20) calendar days.

IF AN ANSWER IS FILED OR, IF COUNTER CLAIM WAS FILED AND PLAINTIFF REPLIES TO COUNTERCLAIM THE COURT WILL EITHER SEND THE CASE TO ARBITRATION/MEDIATION OR SET A TRIAL DATE.

- Hearing/trial is set for _____ (date) at _____ (time). Bring all evidence and witnesses necessary to prove your case.

IF PLAINTIFF DOES NOT REPLY TO COUNTERCLAIM:

- File an *Application of Default* and mail a copy to defendant by first class mail.

IF YOU RECEIVE A JUDGMENT IN THE MAIL:

- You must make arrangements with the plaintiff for payment within ten (10) judicial days.
THE COURT WILL NOT MAKE ARRANGEMENTS FOR YOU.

IF CASE IS SETTLED OUT OF COURT:

- Have the plaintiff file a dismissal with the court.
- Or-**
- Have the plaintiff file a *Satisfaction of Judgment* once he/she is paid in full.

IF YOU ARE NOT SATISFIED WITH THE JUDGMENT:

- You have twenty (20) calendar days from the date of Judgment to file an appeal.
- If the case was heard in arbitration, you have twenty (20) calendar days from the ADR date stamp on the *Notice of Mailing Decision* in which to Appeal an ADR Program decision.