

COCHISE COUNTY JUSTICE COURTS CIVIL DIVISION PLAINTIFF'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 CLAIM:

- Complaint filed and filing fee paid.
- Complaint served on defendant by constable, Sheriff or private process server.
- Time to answer expires on _____, twenty (20) calendar days from date claim is received by defendant.

IF AN ANSWER IS RECEIVED:

- Answer received.
- If a Counterclaim is filed, reply to counterclaim, file with court and mail a copy to defendant by first class mail. Reply to counterclaim must be filed within twenty (20) calendar days.

THE COURT WILL EITHER SEND THE CASE TO MEDIATION/ARBITRATION OR SET A TRIAL DATE.

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

IF NO ANSWER IS RECEIVED:

- Check with civil clerk after time to answer has expired to see if an answer has been filed.
- File an *Application of Default* and mail a copy to defendant by first class mail.

IF CASE IS SETTLED OUT OF COURT:

- File *Notice of Dismissal* with the court.

WHEN YOU ARE PAID IN FULL:

- File *Satisfaction of Judgment* with the court.

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.