

Civil Case Filing Checklist

Date: _____

To: _____

From: _____

Case Information

Case Name: _____

Case Number: _____

Checklist Items

- Complaint/Petition
- Summons
- Civil Case Cover Sheet
- Filing Fee or Fee Waiver Application
- Proof of Service
- Any Required Affidavits
- Certificate of Service
- Additional Supporting Documents

Notes

Thank you for your attention to this matter.

Sincerely,
