

What to do if you get court papers

- You have 28 days from the day you got the court papers (Complaint) to respond.
- If you don't respond (Answer) within 28 days, the other side will win
 - You may not get a chance to go to court
- The court will set a court date after you respond to the court papers

How to respond to the court papers

- Get the court papers you just received
- Look at the court papers and write down this information from them
 - ☐ Name of the court _____
 - ☐ Case number _____
 - ☐ The company who is suing you (Plaintiff) _____
- For each numbered paragraph in the court papers (Complaint), decide if you
 - ☐ Agree with what they said (Admit) Paragraph # _____
 - ☐ Disagree with what they said (Deny) Paragraph # _____
 - ☐ Don't know if what they said is true (Do not have enough information)
Paragraph # _____
 - If you agree to everything, the court will rule against you because there is no dispute.

To respond, fill out the Answer on the last page of this packet

- Fill in
 - ☐ Name of the court
 - ☐ Case number
 - ☐ The company who is suing you (Plaintiff)
 - ☐ Your name (Defendant)
- List all the paragraphs you
 - Agree with (Admit)
 - Disagree with (Deny)
 - Don't know (Do not have enough information)
- Check any reasons (defenses) why you do not think they should get what they are asking for

- Fill out the bottom part of the form
 - ☐ Your name, address and phone number
 - ☐ Sign that part of the form
- Fill out the part that says you are letting the other side know you are filing an answer (Certificate of service)
 - ☐ Fill in the date you're mailing the form.
 - ☐ Write the name and address of the Plaintiff's attorney (found at the last page of the court papers)
 - ☐ Sign your name at the bottom
 - You will have signed the answer in two spots

The last step to respond (filing the court papers)

- ☐ Make two copies of the answer
- ☐ Take the original and the 2 copies to the clerk of court
- ☐ They will give you back 2 copies with a time stamp on them
- ☐ Mail one of these copies to the attorney for the other side

