

Instructions for Civil Complaint

Statement of Claim (Civil Complaint) – Form YTCC-100.

The following numbers for instructions correspond with the question number on form YTCC-100.

A civil claim starts by filing a statement of claim (Civil Complaint).

Part 1. Read it

Part 2. Check the boxes that are true. This assists the Court in determining if it has jurisdiction over your case.

Part 3. Fill out your name, address, and phone number, if any.

Part 4. Fill out the person that you are suing's name, address, and telephone number. Include as much information as you can.

Part 5. State the money that you want the respondent to pay you, if any, or what you want the court to order the respondent to do. Read the example of how to write what happened. Then, in the blank spaces, write what happened. If the blank spaces were not enough, check the box and include another paper with a statement of what happened. If you want to include pictures, check the box and include pictures.

Part 6. This is a notice to you.

Part 7. Sign your name. Fill out your contact information.

Part 8. This part relates to whether the person you are suing is serving in the military. Read it and check the appropriate boxes.

Part 9. This is a notice to the respondent.

Fill out YTCC-050 Summons. Add the Respondents Name and address as well as well as Your Name at the top. Add your address or the address of your attorney or advocate.

Make two (2) copies of your Civil Complaint and Summons. File the original completed Civil Complaint and Summons and pay any associated filing fees with the Court Clerk. The clerk will keep the original complaint and summons, and will also stamp your copy, and the copy you will need to have served on the Respondent.

The other party (respondent) needs to be served (hand delivered) the complaint by someone who is over 18 and not a party to the case. This person has to fill out the Proof of Service, **form YTC-1000**. You need to return this filled out **form YTCC-1000** to the court. ****IF YOU DO NOT APPEAR AT THE HEARING, YOUR MATTER MAY BE DISMISSED FOR FAILURE TO PURSUE****

Response/Answer – YTCC-102.

You have to return this to the court if you do not want the court to give the petitioner whatever he, she, or they want.

The following numbers for instructions correspond with the question number on form YTCC-102.

Part 1. Information about Jurisdiction.

Part 2. Check one of the boxes. Read the definition of jurisdiction in Part 1 in the copy of the Complaint that you got.

Part 3. Write your name, address, and phone number, if any.

Part 4. Write the plaintiff's name, address, and phone number, if any.

Part 5. Read each and check the box. If you check boxes 2, 3, or 6, write out what happened in the blank spaces.

Part 6. If you can give an explanation of why you did what you did is not wrong or should not result in you having to pay the other person, write it in Part 6. Read the example that is given before you begin writing.

Part 7. Read this. If you do not have a counterclaim, check the first box. If you do, check the second box. If you check the second box, if you have complete the rest of Part 7. Check all the box that apply. Read the example of how to write what happened. You can include pictures, but you don't have to have pictures.

Part 8. Check all the boxes for what you want the Court to do.

Part 9. Read it.

Part 10. Sign it, date it, print your name, address, and phone number, if available.

Attach any pictures or other documents if you have them.

Make two (2) copies of your Response. File the original completed Response and any associated filing fees with the Court Clerk. The clerk will keep the original response, and will also stamp your copy, and the copy you will need to have served on the Petitioner.

The other party (petitioner) needs to be served (handed or mailed) the response by someone who is over 18 and not a party to the case. This person has to fill out the Proof of Service, **form YTCC-1000**. You need to return this filled out Proof of Service **form YTCC-1000** to the court.

****IF YOU DO NOT FILE A RESPONSE AND APPEAR AT THE HEARING DATE, YOU MAY HAVE A DEFAULT JUDGEMENT MADE AGAINST YOU****