# **Instructions for Completing the Texas Civil Case Information Sheet**

A civil case information sheet must be completed and submitted when an original petition or application is filed to initiate a new civil, family law, probate, or mental health case or when a post-judgment motion for modification or enforcement is filed in a family law case. The information should be the best available at the time of filing. If the original petition, application or post-judgment motion is e-filed, the case information sheet must not be the lead document.

This sheet, approved by the Texas Judicial Council, is intended to collect information that will be used for statistical purposes only. It neither replaces nor supplements the filings or service of pleading or other documents as required by law or rule. The sheet does not constitute a discovery request, response, or supplementation, and it is not admissible at trial.

The attorney or self-represented (*pro se*) plaintiff/petitioner filing the case or post-judgment motion should complete the sheet as follows:

#### 1. Contact information

- a) Contact information for person completing case information sheet. Enter the following information:
  - name;
  - address;
  - city, state, and zip code;
  - email address;
  - telephone number;
  - fax number, if available;
  - State Bar number, if the person is an attorney; and
  - signature.
- **b)** Names of parties in the case. Enter the name(s) of the:
  - plaintiff(s) or petitioner(s);
  - defendant(s) or respondent(s); and
  - in child support cases, additional parties in the case, including the:
    - o custodial parent;
    - o non-custodial parent; and
    - o presumed father.

Attach an additional page as necessary to list all parties.

- c) **Person or entity completing sheet is.** Indicate whether the person completing the sheet, or the entity for which the sheet is being completed, is:
  - an attorney for the plaintiff or petitioner;
  - a pro se (self-represented) plaintiff or petitioner;
  - the Title IV-D agency; or
  - other (provide name of person or entity).

### 2. Case type.

Select the case category that best reflects the most important issue in the case. You must select only one.

## 3. Procedure or remedy.

If applicable, select any of the available procedures or remedies being sought in the case. You may select more than one.

# **CIVIL CASE INFORMATION SHEET**

CAUSE NUMBER	(FOR CLERK USE ONLY):	COURT (FOR CLERK USE ONLY):	
STYLED			
	(e.g. John Smith v. All American Insurance	Co: In re Mary Ann Jones: In the Matter of the Estate of George Jackson)	

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supplementation, and it is not admissible at trial.										
1. Contact information for person completing case information sheet:			Names of parties in case:		Person or entity completing sheet is:					
Name:	Email:		Plaintiff(s)/Petitioner(s):		Attorney for Plaintiff/Petitioner  Pro Se Plaintiff/Petitioner  Title IV-D Agency  Other:					
Address:	Telephone:									
			Defendant(s)/Respondent(s):		Additional Parties in Child Support Case:					
City/State/Zip:	Fax:				Custodial Parent:					
Signature:	State Bar No:				Non-Custodial Parent:					
					Presumed Father:					
			[Attach additional page as necessary to list all parties]							
2. Indicate case type, or identify	the most important issue in t	the case (sele	ct only 1):	1						
	Civil					Family Law				
Contract	Injury or Damage		Real Property	Marriage Relati	ionship	Post-judgment Actions (non-Title IV-D)				
Debt/Contract  Consumer/DTPA Debt/Contract Fraud/Misrepresentation Other Debt/Contract:  Foreclosure Home Equity—Expedited Other Foreclosure Franchise Insurance Landlord/Tenant Non-Competition Partnership Other Contract:  Employment  Discrimination Retaliation Termination Workers' Compensation Other Employment:	Assault/Battery Construction Defamation Malpractice Accounting Legal Medical Other Professional Liability: Motor Vehicle Accident Premises Product Liability Asbestos/Silica Other Product Liability List Product: Other Injury or Damage:	Co	minent Domain/ minent Domain/ minent Domain/ minent Domain/ minet Title espass to Try Title her Property:  elated to Criminal	Annulment Declare Marria Divorce With Childrent No Childrent Divorce With Childrent No Childrent Divorce With Childrent No Childrent Divorce Foreign Judgment Habeas Corput Name Change Protective Ord Removal of Dof Minority Other:	y Law gn	Enforcement Modification—Custody Modification—Other  Title IV-D  Enforcement/Modification Paternity Reciprocals (UIFSA) Support Order  Parent-Child Relationship  Adoption/Adoption with Termination Child Protection Child Support Custody or Visitation Gestational Parenting Grandparent Access Parentage/Paternity Termination of Parental Rights Other Parent-Child:				
Tax Probate & Mental Health										
Tax Appraisal Tax Delinquency Other Tax  Probate/Wills/Inter Dependent A Independent Other Estate		Administration Mental Health				-				
3. Indicate procedure or remedy, if applicable (may select more than 1):										
Appeal from Municipal or Justice Court Arbitration-related Attachment Bill of Review Certiorari Class Action		☐ Declaratory Judgment ☐ Garnishment ☐ Interpleader ☐ License ☐ Mandamus ☐ Post-judgment		☐ Prejudgment Remedy ☐ Protective Order ☐ Receiver ☐ Sequestration ☐ Temporary Restraining Order/Injunction ☐ Turnover						