

PRO SE INFORMATION SHEET

Plaintiff's Name*	Address*	Phone Numbers*
		Home:
Email: *		Work:
		Cell: *
Additional Contact	Address	Phone Numbers
		Home:
Email:		Work:
		Cell: *
Defendant's Name*	Address*	Phone Numbers*
		Home:
Email: *		Work:
		Cell:
Additional Contact	Address	Phone Numbers
		Home:
Email:		Work:
		Cell:

→ All fields marked with an asterisk (*) are required and must be filled in.

MEMO TO PRO SE LITIGANTS

The top part of this sheet must be completed and filed with your Petition. This Information Sheet allows us to contact you in case a calendar or any correspondence we need to send to you is returned.

If a trial calendar is returned because of an insufficient address, there is a possibility that your case could be dismissed due to your failure to appear.

It is your responsibility to notify the Court immediately if you move or any of your contact information changes. It is not the responsibility of the Court to obtain any new information. We will only use the information supplied to us by you.