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# COURT FILING INSTRUCTIONS

Today's Date: \_\_\_\_\_ County: \_\_\_\_\_

Client Name & Address: \_\_\_\_\_ Court Branch | Location: \_\_\_\_\_

Telephone: \_\_\_\_\_ Case Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Case Title: \_\_\_\_\_

Contact: \_\_\_\_\_ Documents: \_\_\_\_\_

File Number: \_\_\_\_\_  Summons and Complaint  Answer to Complaint  Dismissal / Satisfaction  Default Judgment  Motion

Limited  Under 10K  Over 10K  Unlimited  U.D.

FEES ATTACHED \$ \_\_\_\_\_ CHECK NO (S): \_\_\_\_\_

DEFENDANT/RESPONDENT FIRST APPEARANCE FEES PAID?  NO  YES DATE PAID: \_\_\_\_\_

**SPECIAL INSTRUCTIONS: Please note any filing requirements!**

Last Date to File: \_\_\_\_\_ Date Statute Runs on: \_\_\_\_\_ Date

Return by: \_\_\_\_\_ Date

**RUSH ASSIGNMENT**  
 Additional Charges Approved by: (If Applicable)  
 Name: \_\_\_\_\_

HEARING DATE: \_\_\_\_\_ HEARING TIME: \_\_\_\_\_  AM  PM IN DEPT/DIV: \_\_\_\_\_

FILE  RESEARCH  ISSUE  RECORD  OBTAIN COPIES  
 Plain  Certified

ADDITIONAL INSTRUCTIONS: \_\_\_\_\_  
 \_\_\_\_\_

## FOR VELOCITY LEGAL SERVICE ONLY – PLEASE DO NOT PRINT OR TYPE BELOW THIS LINE

Submitted on: \_\_\_\_\_ Date  Completed on: \_\_\_\_\_ Date

OBTAINED "RECEIVED" FACE PAGE (S)  RESEARCH TIME: \_\_\_\_\_

OBTAINED "FILED" FACE PAGE (S)  FEES ADVANCED: \_\_\_\_\_ Dollar Amount \_\_\_\_\_ Check No.

DOCUMENTS REJECTED - Rejection Slip Attached

DOCUMENTS REJECTED without Formal Rejection Slip  CLIENT NOTIFIED BY PHONE  CLIENT NOTIFIED BY FAX

Reason for Rejection: \_\_\_\_\_ SPOKE WITH NAME: \_\_\_\_\_ FAXED TO NAME: \_\_\_\_\_