General information for Filing your Complaint with JP2 Court

Please visit our website at http://www.co.el-paso.tx.us/jp/jp2.htm to obtain the "Forms and Helpful Links" to properly file with our court.

When filing a Small Claims & Justice Court Suit. On your complaint form circle the case type you wish to file with our court, cross out the other and initial.

(In

Example:

IN THE SMALL CLAIMS JUSTICE COURT OF EL PASO COUNTY, TEXAS PRECINCT NUMBER TWO

Once you have filled out and complete the complaint form you must sign your complaint in the presence of a Notary Public. If you do not know of a Notary Public then you may sign the complaint in the presence of our Court Clerk.

You need to provide the court with a copy of the complaint for each person named at the top of the complaint form. For example, if you name a Plaintiff and two Defendants you will need the original form and two copies to appropriately file with the Court. If you need a copy for your records you will need a third copy. If you request our office to make copies, you will be charged \$1.00 for the first page and .25¢ for each additional page.

Our Court Clerks are trained in procedure only, and cannot give any legal advice.

Legal advice can only be obtained from an attorney. Should you feel you need legal advice please contact El Paso Bar Association at 532-7052 and Legal Aid 585-5100.

Need a certified interpreter?

The Court does not have a court interpreter nor can the court staff interpret for you. If you need an interpreter the day of trial you are responsible to contract the interpreter at your expense.

Necesita un intérprete certificado?

La Corte no tiene traductor y el personal no puede traducir. Si usted necesita un traductor el día de la audiencia usted es responsable de contractar y pagar por los servicios del traductor.

YOUR CASE MAY BE DISMISSED IF YOU FAIL TO ATTACH THE SERVICE MEMBERS CIVIL RELIEF ACT (SCRA)

You must obtain and attach to the complaint the Military Status Report.

You can obtain this information at www.epcounty.com Select "Departments" located at the top right corner of the tool bar. Scroll down and select "Justice of the Peace 2." Scroll down to "Forms and Helpful Links" and select Service Members Civil Relief Act (SCRA)(PDF). You must provide the court a Military Status Report for each Defendant. Enter as much information you have. If you do not have the social security number, enter zeros. (see example "A") and select "LookUp." Print your result (see example "B").

Court Costs

Case type	Fees with one Defendant	Fees for each additional
		Defendant
Small Claims &	\$25 filing fee + \$6 indigent legal services +	\$55.00 citation fee
Justice Court Suits	\$55 citation fee = \$86.00	

Method of payment: cash, money order, cashier checks, debit card and most credit cards. We do not accept personal checks, business checks, or Visa Credit.

Office Hours: Monday to Friday from 8:00 a.m. to 5 p.m. Civil Small Claims/Justice Court Clerk maybe reached at 751-7575 ext. 263



Home

The only Official Department of Defense Servicemembers Civil Relief Act (SCRA) website.

Information provided FREE of charge.
[50 USC Appx. §§ 501 et seq, as amended]

Privacy Notice

User Guide



Users Guide requires Acrobat Reader Download Now

SCRA Single Record Request

Enter the individual's information below:

Information is required

*SSN 0000000

*Repeat SSN

00000000

*Last Name

Doe

*Last Name

Doe

First Name

John

First Name

John

Middle Name

Middl

Middle Name

(MM/DD/YYYY)

Birth Date (MM/DD/YYYY)

Active Duty Status Date

Birth Date

(MM/DD/YYYY)

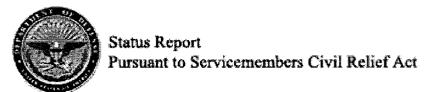
Default Active Duty Status Date will be 05/07/2012

Look Up

Erase

Responses to your inquiries are based on the information entered and can take up to 15 seconds after clicking "Look Up".

EXAMPLE "A"



Last Name: Doe First Name: John Active Duty Status Date May-07-2012

Active Duty End Date		Status	Service Component
		On Active Duty On Active Duty Status Date	
NA NA		No	NA
This response reflects the individuals' active duty status based on the Active Duty Status Date			

Left Active Duty Within 367 Days of Active Duty Status Date		
NA	No	NA .
This response reflects where the individual left active duty status within 367 days preceding the Active Duty Status Date		

The Member or His/Her Unit Was Notified of a Future Call-Up to Active Duty on Active Duty Status Date			
NA	No	NA NA	
This response reflects whether the individual or his/her unit has received early notification to report for active duty			

Upon searching the data banks of the Department of Defense Manpower Data Center, based on the information that you provided, the above is the status of the individual on the active duty status date as to all branches of the Uniformed Services (Army, Navy, Marine Corps, Air Force, NOAA, Public Health, and Coast Guard). This status includes information on a Servicemember or his/her unit receiving notification of future orders to report for Active Duty.

Mary M. Snavely-Dixon, Director
Department of Defense - Manpower Data Center

4800 Mark Center Drive, Suite 04E25

Arlington, VA 22350

EXAMPLE "B"

IN THE SMALL CLAIMS/JUSTICE COURT OF EL PASO COUNTY, TEXAS PRECINCT NUMBER TWO

)
Plaintiff)
Vs.) Cause No
	ý
Defendant)
	'S ORIGINAL PETITION
COMES NOW, the Plaintiff.	whose mailing address is
and wh	nose telephone number is
being first duly sworn, and on oath who is: Check One:	deposes and says that the above-named Defendant,
 An individual, whose physic 	al address is:
	Phone
□ A proprietorship or partner	Phonership, whose physical address is:
A comparation where court	for service of process is:
A corporation, whose agent	for service of process is:
Whose physical address is:	
	Phone
is/are justly indebted to the Plaintiff costs)	in the sum of \$ (do not include court
MIL	ITARY SERVICE
The charge named defendant	
☐ Is in the military service on active dut☐ I have been unable to determine whet☐ Has waived his/her rights under the S	her or not the defendant is in the military service on active duty ervicemembers Civil Relief Act of 2003
·	document are made under penalty of perjury, and that making a false rovided in Title 18 United States Code and is subject to both fine and
Plaintiff's claim is based upon the following:	

I acknowledge that if I need a licensed court interpreter to I	be present at trial, I am responsible for the cost.	
At this time Iamam not requesting for a lilanguage.	censed court interpreter to be present at trial to interpret th	e
Plaintiff reserves the right to plead further orally upon the	rial of this matter.	
	Signature of Plaintiff	
STATE OF TEXAS COUNTY OF EL PASO		
SUBSCRIBED AND SWORN TO before me this certify which witness my hand and seal.	day of 20	to
	Notary Public/Court Clerk	