

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.

Example: IN THE SMALL CLAIMS ^(initials) ~~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/or 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 contratar 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 & Justice Court Suits	\$25 filing fee + \$6 indigent legal services + \$55 citation fee = \$86.00	\$55.00 citation fee

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



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Users Guide
requires
Acrobat Reader
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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]

SCRA Single Record Request

Enter the individual's information below:

* Information is required

*SSN	000000000	*Repeat SSN	000000000
*Last Name	Doe	*Last Name	Doe
First Name	John	First Name	John
Middle Name		Middle Name	
Birth Date (MM/DD/YYYY)		Birth Date (MM/DD/YYYY)	
Active Duty Status Date (MM/DD/YYYY)			

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

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

EXAMPLE "A"



**Status Report
Pursuant to Servicemembers Civil Relief Act**

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	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
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. Snavelly-Dixon

Mary M. Snavelly-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. _____)
_____))
Defendant)

PLAINTIFF'S ORIGINAL PETITION

COMES NOW, the Plaintiff, whose mailing address is _____
_____ and whose telephone number is _____
being first duly sworn, and on oath deposes and says that the above-named Defendant,
who is: Check One:

- An individual**, whose physical address is: _____
_____ **Phone** _____
- A proprietorship or partnership**, whose physical address is: _____
_____ **Phone** _____
- A corporation**, whose agent for service of process is: _____

Whose physical address is: _____
_____ **Phone** _____

is/are justly indebted to the Plaintiff in the sum of \$ _____ (do not include court costs)

MILITARY SERVICE

The above-named defendant

- Is not in the military service on active duty, and is not a dependant of a servicemember on active duty
 Is in the military service on active duty
 I have been unable to determine whether or not the defendant is in the military service on active duty
 Has waived his/her rights under the Servicemembers Civil Relief Act of 2003

I understand that any false statements in this document are made under penalty of perjury, and that making a false statement is a violation of Federal Law as provided in Title 18 United States Code and is subject to both fine and imprisonment.

Plaintiff's claim is based upon the following:

I acknowledge that if I need a licensed court interpreter to be present at trial, **I am responsible for the cost.**

At this time I _____ am _____ am not requesting for a licensed court interpreter to be present at trial to interpret the _____ language.

Plaintiff reserves the right to plead further orally upon the trial of this matter.

Signature of Plaintiff

**STATE OF TEXAS
COUNTY OF EL PASO**

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20____ to
certify which witness my hand and seal.

Notary Public/Court Clerk