

\$138.00

\*\$90.00 per additional service

**TO THE CITIZENS OF PRECINCT 5-3:**

Justice Court is here for your benefit and it is our job to help you in any way possible.

**However, the Rules of Judicial Ethics prohibit this office:**

- 1.) From giving legal advice**
- 2.) Telling either party how to represent their case**
- 3.) Expressing opinions of the law**

**We must remain impartial. We cannot hear any part of the case or discuss the merits of any case, unless all parties are present.**

The information contained herein is FOR YOUR INFORMATION and is offered as a guide to all interested parties. As always, we recommend that you seek some form of sound legal advice.

In addition, a copy of the RULES FOR JUSTICE COURT CASES is available for reading only at our office should you need them for reference.

**PLEASE DO NOT ASK US TO VIOLATE THESE RULES**

Thank you,  
Judge Juanita "Janie" Jaimez

## **FILING OF SMALL CLAIMS, DEBT CLAIM, AND REPAIR AND REMEDY SUITS**

### **VENUE:**

Suit should be filed in the precinct of the county where the defendant resides. If the suit is based on a contract or tort, the defendant may also be sued in the county where the contract was entered into or to be performed, or where the tort occurred. If you decided to file your suit in this Court and the defendant files a Motion to Transfer Venue (a request that the suit be transferred to some other county or precinct other than the one you filed in), you will be liable for an additional filing fee if the suit is transferred.

### **JURISDICTION:**

Jurisdiction (what the Court may render a JUDGMENT for) in Justice Court is for civil matters in which the amount of controversy is not more than \$20,000.00.

### **FILING SUIT:**

The responsibility for filling out your petition rests with you, the plaintiff. A petition is attached, if you need more, you may make copies. You must provide a physical address on the defendant; the Court cannot help you find addresses or locate the defendant. It is important that you understand that for any potential judgment you may receive to be valid, it is necessary for you to sue the defendant in their proper legal capacity. They are as follows:

**INDIVIDUAL:** Where an individual is personally responsible to you for damages he may have caused you.

**SUIT ON A COMPANY:** If the party you want to sue is an individual doing business under an assumed name (sole proprietor of the business) or a partnership, you must check with the County Clerk's office in the county of the business to determine who the owner/s are. (This information for Cameron County may be obtained at the County Clerk's office at the Courthouse in Brownsville, San Benito, or Harlingen.) Direct your letter (notice of suit) to the owner/s of the business. Example: John Smith dba Greenhouse Supplies.

**SUIT ON A CORPORATION:** If the party you want to sue is a corporation, you must find the name of an officer of the corporation before you begin your suit. The Secretary of State or the State Comptroller's office will give you the information. These numbers are in the telephone directory. Ask for the name and address of the REGISTERED AGENT, PRESIDENT OR VICE-PRESIDENT of the corporation. When you file your suit, you will be filing against the corporation and serving the citation on one of the above mentioned officers of the corporation. It is necessary to know the individual's name that is able to accept service on behalf of the corporation. Example: Greenhouse Inc. serve John Smith. It is also possible for an incorporated entity to have an assumed name, i.e.; Greenhouse, inc. dba Greenhouse.

### **COSTS:**

The filing fee for Justice Suits is \$48.00. In addition, there is a fee for serving the defendant. The service fee in Cameron County is \$90.00 per defendant. The clerk will include the service fee as part of the filing fee. If the service is in another county you must make your check payable to the Constable's office of that county. These fees must be paid at the time of filing.

## **CITATION:**

Complete the petition (attached) stating the facts and circumstances of your suit. The petition must be signed before a notary. **When you file your petition, provide the court with 2 copies; original for the Court, 1 copy to the defendant and 1 copy for you. Also please provide copies of all documents.** The Court will then issue a citation along with a copy of your sworn petition to be served on the defendant notifying him that a suit has been filed against him in this Court.

## **ANSWER:**

Answer is due by the end of the 14th day after the day defendant was served with papers. If the 14th day is a Saturday, Sunday, or legal holiday, answer is due by the end of the first day following the 14th day that is not a Saturday, Sunday, or legal holiday. (See Default Judgments if the defendant does not file an answer.)

## **REPRESENTATION:**

As an individual, you must represent yourself in a Justice Court Case. Court was designed for individuals to be able to file suits without the assistance of an attorney, however, you may be represented by an attorney if you choose, but if the defendant retains an attorney, it would be wise for you to get an attorney also.

## **PREPARING YOUR CASE FOR TRIAL:**

The plaintiff has the burden of proof to show by the weight of the evidence that the defendant is at fault. If you have witnesses to your suit who will not come to court voluntarily, you may order a subpoena in writing at least one week (not including weekends and holidays) prior to your trial date and pay the required fee for service, which is \$90.00- \$100.00 per subpoena. The Court will need a work address or residence address in order to serve the subpoena on the witness.

## **TRIAL BY JUDGE OR JURY:**

If the defendant in your suit files an answer, the court date will be in approximately 45 days from answer. A notice for trial will be mailed to you and to the defendant stating the time and date to appear in Court. All requests for a jury trial must be done in writing along with payment of the \$24.00 fee not less than 14 days before your court date. The defendant also has the right to request a jury trial. It is necessary for you to bring all witnesses, and any other documentation to support your suit with you to court at this time.

**ALL MOTIONS FOR CONTINUANCE (RESETTING YOUR COURT DATE) MUST BE IN WRITING AND RECEIVED NO LATER THAN 7 DAYS PRIOR TO YOUR COURT DATE.**

## **DEFAULT JUDGMENTS:**

If the defendant in your suit fails to file a written answer with the Court, only you as plaintiff will be notified by the Court by regular mail for an appearance on the default docket. You will be asked to briefly state the facts of your case and present any written documents you may have to support your case.

## **AFTER JUDGMENT:**

If you receive a judgment against the defendant, and if the defendant does not make a Motion for a New Trial within 14 days (in writing) or appeal the case within 21 days (in writing) after the judgment is signed, the judgment becomes final. Should the court rule that you recover nothing or should you receive a judgment for

less than you requested, you may also appeal (in writing) within 21 days. All appeals are sent to the next higher court, which would be one of the County Courts at Law in Brownsville, Texas and must be accompanied by an Appeal Bond for double the amount of the judgment. A bond can be surety or cash.

## **THIS COURT DOES NOT COLLECT THE JUDGMENT FOR YOU NOR CAN WE FORCE THE DEFENDANT TO PAY THE JUDGMENT**

Your remedies to collect your money are as follows:

**ABSTRACT OF JUDGMENT:** A complete history in short, abbreviated form of the case as found in the record, which was filed with the County Clerk creates a judgment lien on real estate owned by the defendant. You may obtain an Abstract of Judgment on the 22<sup>nd</sup> day after judgment. The fee for obtaining an Abstract of Judgment from this court is \$7.00. The Court will prepare the Abstract for you and will contact you when you can pick it up. You should then take the Abstract to the County Clerk's office in Brownsville to have it filed in Cameron County. You would have to contact them for the filing fee amount. The purpose of filing an Abstract is to put a lien against any real property in the defendant's name. If the defendant sells any real property within 10 years from the date of the judgment, the judgment plus interest must be paid.

**WRIT OF EXECUTION:** A writ to put in force the judgment of a court authorizing an officer to levy on and sell certain items of judgment to satisfy judgment.

You may obtain a Writ of Execution anytime after the 30<sup>th</sup> day from the date of the judgment. A Writ of Execution allows a Sheriff or Constable in the State of Texas to try and seize certain non-exempt property from the defendant. We recommend that you visit the Sheriff's or Constable's office first in order to determine what non-exempt property can be seized. If property is seized, an auction is held and the proceeds for the sale satisfy the judgment. The cost of filing a Writ of Execution in Cameron County is \$207.00 (\$7.00 for filing and \$200.00 for service.)

You may have other remedies available to you, but they are more complicated and are not covered here. Please consult an attorney for any other legal remedies that you may have to collect your judgment.

SHOULD THE DEFENDANT PAY ANY PORTION OF THE AMOUNT OWED AFTER YOU HAVE RECEIVED A JUDGMENT, IT IS NECESSARY FOR YOU TO NOTIFY THE COURT OF THE CREDIT OR NOTIFY THE COURT THAT THE JUDGMENT HAS BEEN SATISFIED IN FULL IF THE DEFENDANT PAYS THE ENTIRE JUDGEMENT AMOUNT. IF YOUR ADDRESS CHANGES WITHIN THE 10-YR PERIOD FOLLOWING THE JUDGMENT, YOU SHOULD NOTIFY THE COURT OF YOUR NEW ADDRESS.

### **ADDITIONAL INFORMATION:**

The defendant in a civil suit must be served personally. Sometimes, service is avoided by the defendant, which only delays the process of service; therefore you must provide as much current information on the defendant as possible, such as employment information.

**LEGAL QUESTIONS WILL NOT BE ANSWERED BY THIS OFFICE. IF YOU HAVE A LEGAL QUESTION, CONTACT AN ATTORNEY. THE JUDGE NOR OFFICE STAFF WILL DISCUSS THE FACTS OF THE CASE WITH EITHER PARTY BEFORE THE TRIAL DATE.**

## JUSTICE COURT CIVIL CASE INFORMATION SHEET (4/13)

**CAUSE NUMBER (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)

A civil case information sheet must be completed and submitted when an original petition is filed to initiate a new suit. The information should be the best available at the time of filing. This sheet, required by Rule of Civil Procedure 502, 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.

<b>1. Contact information for person completing case information sheet:</b>		<b>2. Names of parties in case:</b>
Name: _____ Telephone: _____  Address: _____ Fax: _____  City/State/Zip: _____ State Bar No: _____  Email: _____  Signature: _____	Plaintiff(s): _____  Defendant(s): _____ _____ _____ [Attach additional page as necessary to list all parties]	
<b>3. Indicate case type, or identify the most important issue in the case (select only 1):</b>		
<input type="checkbox"/> <b>Debt Claim:</b> A debt claim case is a lawsuit brought to recover a debt by an assignee of a claim, a debt collector or collection agency, a financial institution, or a person or entity primarily engaged in the business of lending money at interest. The claim can be for no more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any.	<input type="checkbox"/> <b>Eviction:</b> An eviction case is a lawsuit brought to recover possession of real property, often by a landlord against a tenant. A claim for rent may be joined with an eviction case if the amount of rent due and unpaid is not more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any.	
<input type="checkbox"/> <b>Repair and Remedy:</b> A repair and remedy case is a lawsuit filed by a residential tenant under Chapter 92, Subchapter B of the Texas Property Code to enforce the landlord's duty to repair or remedy a condition materially affecting the physical health or safety of an ordinary tenant. The relief sought can be for no more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any.	<input type="checkbox"/> <b>Small Claims:</b> A small claims case is a lawsuit brought for the recovery of money damages, civil penalties, personal property, or other relief allowed by law. The claim can be for no more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any.	

**PETITION: SMALL CLAIMS CASE**

CASE NO. (court use only) \_\_\_\_\_

In the Justice Court, Precinct \_\_\_\_\_, \_\_\_\_\_ County,  
Texas

PLAINTIFF \_\_\_\_\_

VS.

DEFENDANT(S): \_\_\_\_\_

Defendant(s) contact info: \_\_\_\_\_

COMPLAINT: The basis for the claim which entitles the plaintiff to seek relief against the defendant is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RELIEF: Plaintiff seeks damages in the amount of \$ \_\_\_\_\_, and/or return of personal property as described as follows (be specific): \_\_\_\_\_, which has a value of \$ \_\_\_\_\_.

Additionally, plaintiff seeks the following: \_\_\_\_\_  
\_\_\_\_\_.

SERVICE OF CITATION: Service is requested on defendants by personal service at home or work or by alternative service as allowed by the Texas Justice Court Rules of Court. Other addresses where the defendant(s) may be served are:

\_\_\_\_\_.

If you wish to give your consent for the answer and any other motions or pleadings to be sent to your email address, please check this box, and provide your valid email address: \_\_\_\_\_.

\_\_\_\_\_  
Petitioner's Printed Name

\_\_\_\_\_  
Signature of Plaintiff or Attorney

DEFENDANT(S) INFORMATION (if known):

Address of Plaintiff's Attorney, if any, or Plaintiff if none

DATE OF BIRTH: \_\_\_\_\_

\*LAST 3 NUMBERS OF DRIVER LICENSE: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

\*LAST 3 NUMBERS OF SOCIAL SECURITY: \_\_\_\_\_

DEFENDANT'S PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
Phone & Fax No. of Plaintiff's Attorney, if any, or Plaintiff if none

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary

