

## SIXTEENTH JUDICIAL CIRCUIT COURT OF JACKSON COUNTY

## CIVIL FILING INFORMATION SHEET

☐ at Kansas City☐ at Independence

file stamp here

CASE #:

## PARTY PLAINTIFF/PETITIONER

Last Name:

First Name:

Middle Initial:

Social Security Number:

Address:

City:

State:

Zip:

## LEAD ATTORNEY OF RECORD-PLAINTIFF/PRO SE

Last Name:

First Name:

Middle Initial:

Address:

City:

State:

Zip:

Phone #:

Fax #:

MO Bar Number:

E-Mail:

## PARTY DEFENDANT/RESPONDENT

Last Name:

First Name:

Middle Initial:

Social Security Number:

Address:

City:

State:

Zip:

**Service Instruction for each defendant listed:**☐ Jackson County: ☐ Private Process☐ Out of County--Provide info below

Sheriff Name/Address:

## LEAD ATTORNEY OF RECORD-DEFENDANT (if known)

Last Name:

First Name:

Middle Initial:

Address:

City:

State:

Zip:

MO Bar Number:

E-Mail:

## CIRCUIT CIVIL CASE INFORMATION

Case Type Description:

Case Type Code:

*Court Rule 3.1.4-Case Type Code--See Civil Case Codes on Reverse and under the forms section of the Court's website at [www.16thcircuit.org](http://www.16thcircuit.org)***Case Track:**☐ Expedited: (Out of state witness, injunction, TRO, extraordinary remedy, replevins, etc.)☐ Standard☐ Complex: (Asbestos, tobacco, or other cases that will likely take more than 2 weeks to try)

## OTHER IMPORTANT INFORMATION

- Review Division-Specific Information on the Court's website to understand the requirements in processing your case--[www.16thcircuit.org](http://www.16thcircuit.org)
- Court Rule 4.2 requires that this form must be **complete** and include a **filing deposit** or your petition will not be accepted for filing
- Court Rule 3.5 Designated Lead Attorney requires that each party is responsible for keeping the designated lead attorney information current
- Court Rule 21.9 Attorney Change of Address/Facsimile requires each attorney to keep their address, etc. up dated with the Court Administrator's office.

Date:

Attorney/Pro Se Signature: