

COVER SHEET
(All Items Must Be Completed)

DO NOT CHANGE THE WORDING OF ANY OF THE FOLLOWING:

(1) **CAPTION:**

vs.

CASE NO: _____

(2) **ATTORNEY FOR EACH PARTY:**

(If no attorney, please list address and telephone number of person being served.)

Plaintiff: _____

Address: _____

Phone: _____

Defendant: _____

Address: _____

Phone: _____

(3) **Has any matter between the involved parties been before a Judge before? _____**

If yes, please provide the Judge's name: _____

If yes, what type of hearing (s) : _____

(4) **How much time is required before the Court: _____**

(Note: You will be limited to the time request.)

(5) **How much notice must be given prior to the hearing? _____**

(6) **Are there any other schedule dates or matters pending before the Court? _____**

If yes, what and when? _____

(7) **Please list any dates you ARE NOT available for Court. Continuances will not be granted except for extraordinary circumstances. _____**
