Judge Roberto "Bobby" Quintana
Justice of the Peace, Precinct 2, Place 1,
Webb County, Texas

SMALL CLAIMS/CIVIL SUITS REQUIREMENT LIST

FILING FEE IS $ 126.00 PAYABLE TO WEBB COUNTY (CASH, MONEY ORDER, CREDIT CARD {3% FEE})

YOU MUST SUBMIT A COMPLETE AND LEGIBLE FORM

Note: Please provide 2 copies of paperwork supporting your claim to the court when filing case.

☐ Complete name, address and phone number of person(s) and/or company that suit is being filed against.

☐ All invoices, receipts, expenses and any other documents totaling amount of claim. *(EXCLUDING COURT COSTS)*

☐ Copies of photographs of any damage(s) pertaining to case.

☐ IF AUTO ACCIDENT CLAIM – must provide three (3) Estimates of repairs.

☐ Police Report *(IF APPLICABLE).*

☐ NOTARIZED Statements or affidavits pertaining to claim filed.

Any other proof that may substantiate your claim. If Person filing Civil Claim is not owner of business and will be representing company, MUST PROVIDE A Notarized Power of Attorney

TO PLAINTIFF: Bring your original documents on hearing date to present your case to the Judge.

You may obtain additional information packets and forms by visiting: www.tjctc.org/SRL.

CAUSE NO. _____

_____	*	**IN THE JUSTICE COURT**
PLAINTIFF		
VS	*	**PRECINCT NO. 2 PLACE NO. 1**
_____		
DEFENDANT	*	**WEBB COUNTY TEXAS**

PETITION: SMALL CLAIMS CASE

Defendant(s) address: _____

Street Address City, State, and Zip Code

COMPLAINT: The basis for the claim which entitles Plaintiff to seek relief against Defendant is:

_____

_____

_____

_____

RELIEF: Plaintiff seeks: damages in the amount of $ _____ 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 Defendant(s) by: personal service at home or work, registered mail, certified mail, return receipt requested. If required, Plaintiff requests alternative service as allowed by the Texas Rules of Civil Procedure. Other addresses where Defendant(s) may be served are:

_____.

I hereby request a jury trial. The fee is $22 and must be paid at least 14 days before trial.

I hereby consent for the answer and any other motions or pleadings to be sent to my email address as follows:

_____

_____
Petitioner's Printed Name

DEFENDANT'S INFORMATION *(if known)*

Date of Birth _____

Last three digits of Driver License _____

Last three digits of SSN _____

Phone No. _____

Phone No. _____

_____
Signature of Plaintiff or Attorney

_____
Address of Plaintiff or Plaintiff Attorney

_____
City, State, Zip

PHN FAX

Phone & Fax No. of Plaintiff or Plaintiff Attorney

FILED ON THIS THE _____ DAY OF _____, 20_____.

_____
CLERK OF THE JUSTICE COURT OR NOTARY PUBLIC SIGNATURE

CASE NO. _____

PLAINTIFF: _____ * IN THE JUSTICE COURT

VS. * PRECINT 2, PLACE 1

DEFENDANT: _____ * WEBB COUNTY, TEXAS

PLAINTIFF'S ITEMIZED LIST OF SUIT EXPENSE(s) OR LOSS

DESCRIPTION	COST AMOUNT	COURT USE ONLY
TOTAL AMOUNT OF SUIT	$	$

PLAINTIFF'S SIGNATURE _____

DATE _____