**PROCEDURES FOR FILING LIMITED ACTION (CHAPTER 61) EVICTION CASES**

1. Fill out the Cover Sheet
2. Fill out the Petition for Forcible Detainer Petition
3. Fill out the Request and Service Instruction Form
4. Take your pleadings to the Clerk of the District Court Window and pay the filing fee and Sheriff’s fee. $500 or less $55.50

$500.01 to $5,000 $75.50

$5,000 - $25,000 $121.50

Sheriff’s fee (JO CO) $15.00

1. You will receive a summons in the mail, or by email, if provided, of when the “Answer Date” is. Answer dates **CAN NOT** be changed or rescheduled. As the Plaintiff you are required to appear on that date. When you arrive for court, you will need to go to the front of the courtroom and sign in. When the Judge calls your name, stand and read the defendant’s name.
2. If the defendant **DOES** appear and denies, the Judge will let you know when your trial date will be. It is normally the next Friday following the answer date at 9:00. (The Judge will hand out a reminder slip with the court date on it)
3. If the defendant **DOES NOT** appear, fill out the Journal Entry that was included in your packet and hand it to the Clerk in the Courtroom before leaving.
4. If the defendant **DOES NOT** appear, you will fill out the Writ of Restitution along with a Request and Service Instruction form and bring it to the Clerk’s window. There is a $12.50 surcharge and a $15.00 sheriff’s fee that must be included with this. The Judge will sign the Writ and it will be issued the following Friday. (Seven days from the answer date)