

- How to prepare a Complaint (required spacing, form of paragraphs, how to number paragraphs and pages, how to identify causes of action)
- How to complete all of the forms which may required to be filed with the Complaint (e.g., Summons, Civil Case Cover Sheet, Verification, Civil Case Cover Sheet Addendum, a check for filing fee)
- How to prepare the package for filing with the court (2-hole punching, number of copies to make of each document)
- How to deliver the documents to the court (via attorney service or by mail)
- Dates to calendar upon filing the Complaint
- Preparing and the Statement of Damages in personal injury cases; preparing the Case Questionnaire in Limited Civil Cases
- How to serve the Summons and Complaint and accompanying documents on the defendant (how to serve personally, via mail, via substituted service, by publication)
- When and how to file proof of service (the deadline for filing the proof of service for regular cases, the deadline for filing the proof of service for Collections Cases, how to prepare the proof of service based on the manner of service)
- Dates to calendar upon serving the Complaint