

Debt Lawsuit Defense Preparation Worksheet

1. What is the name, address, phone, e-mail and fax number of the defendant?
 - Name:
 - Address:
 - Phone:
 - Email:
 - Fax:

2. What is the name of the plaintiff (be sure to copied the name accurately)?
 - Name:

3. What is the case number?
 - Case Number:

4. What is the name and address of the attorney who signed the complaint?
 - Name:

 - Address:

5. Is the complaint a petition to confirm an arbitration award? If yes, describe the documents that were filed in response to the petition to arbitrate BEFORE it was filed in court.
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6. On what date were you served with the summons and complaint?
 - Date:

7. What was the last day you had to file a written answer according to the summons?
 - Date:

8. On what date did you file an answer?
 - Date:

9. Did you deny every numbered allegation in the complaint and file your written answer with the court within the time limit as well as pay any filing fees?

10. Which of the following was included in the complaint? (check if yes)

- Copy of a credit card agreement
- Copy of credit application showing defendant's signature
- Copy of any check
- Affidavit of witness for the plaintiff
- Monthly statements

11. Describe any other exhibits or attachments that were included with the complaint:

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