

COURT OF COMMON PLEAS

CIVIL CASE INFORMATION STATEMENT (CIS)

COUNTY: N K S

CIVIL ACTION NUMBER: _____

Civil Case Type: _____

(SEE REVERSE SIDE FOR TYPE)

Caption: _____ _____ _____ _____ _____ _____	Name and Status of party filing Document: _____ _____ DOCUMENT TYPE: (E.G.; COMPLAINT; ANSWER WITH COUNTERCLAIM) _____ _____ Non-Arbitration _____ (CERTIFICATE OF VALUE MAY BE REQUIRED) Arbitration ____ Mediation ____ Neutral Assessment ____ Defendant (Circle One) ACCEPT REJECT JURY DEMAND YES ____ NO ____ If Yes – please attach \$185.00 filing fee for Superior Court Prothonotary
ATTORNEY NAME(S): _____ _____ ATTORNEY ID(S): _____ FIRM NAME: _____ ADDRESS: _____ _____ TELEPHONE NUMBER: _____ FAX NUMBER: _____ E-MAIL ADDRESS: _____	IDENTIFY ANY RELATED CASE(S) NO PENDING BY CAPTION AND CIVIL ACTION NUMBER: _____ _____ EXPLAIN THE RELATIONSHIP(S): _____ _____ _____ _____ (OTHER UNUSAL ISSUES THAT AFFECT CASE MANAGEMENT) _____ _____ (IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH PAGE)
THE CLERK WILL NOT PROCESS THE COMPLAINT, ANSWER, OR FIRST RESPONSIVE PLEADING IN THIS MATTER FOR SERVICE UNTIL THE CASE INFORMATION STATEMENT (CIS) IS FILED. THE FAILURE TO FILE THE CIS AND HAVE THE PLEADING PROCESSED FOR SERVICE MAY RESULT IN THE DISMISSAL OF THE COMPLAINT OR MAY RESULT IN THE ANSWER OR FIRST REPOSNSIVE PLEADING BEING STRICKEN.	

**CIVIL CASE INFORMATION STATEMENT (CIS)
INSTRUCTIONS**

CIVIL CASE TYPE

Please select the appropriate case type from the list below. Enter the information in the designated spaces on the Case Information Statement.

NEW CASTLE CCP – CIVIL

Requested Type _____

<u>TYPE</u>	<u>KEYWORD</u>	<u>TEXT DESCRIPTION</u>
ADMV	ADMV	ADMINISTRATIVE APPEAL FROM DIVISION OF MOTOR VEHICLES
ARBC	ARBC	ARBITRATION CASE, \$15,000.00 OR OVER *
CARB	CARB	CONFIRMATION OF ARBITRATION AWARDS ON CONSUMER CREDIT CASES
CCPC	CCPC	COURT OF COMMON PLEAS CASE – FILED FOR UNDER \$15,000.00*
CJPA	CJPA	JP APPEAL FILED WITH FEE
CJPF	CJPF	JP APPEAL FILED WITHOUT FEE
DOG	DOG	APPEAL FROM DECISION OF DOG CONTROL PANEL
MHAB	MHAB	HABITUAL OFFENDER PETITION
MNAM	MNAM	CHANGE OF NAME PETITION

*** CASE TYPES SUBJECT TO COURT OF COMMON PLEAS RULE 16 –
ALTERNATIVE DISPUTE RESOLUTION**

DUTY OF THE PLAINTIFF

Each plaintiff/counsel shall complete the attached Civil Case Information Statement (CIS) and file with the complaint.

DUTY OF THE DEFENDANT

Each defendant/counsel shall complete the attached Civil Case Information Statement (CIS) and file with the answer and/or first responsive pleading.