

**COURT OF COMMON PLEAS**

**CIVIL CASE INFORMATION STATEMENT (CIS)**

COUNTY: N K S

CIVIL ACTION NUMBER: \_\_\_\_\_

Civil Case Type: \_\_\_\_\_

(SEE REVERSE SIDE FOR TYPE)

<p>Caption:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Name and Status of party filing Document:</p> <hr/> <hr/> <p>DOCUMENT TYPE: (E.G.; COMPLAINT; ANSWER WITH COUNTERCLAIM)</p> <hr/> <p>Non-Arbitration _____ (CERTIFICATE OF VALUE MAY BE REQUIRED)</p> <p>Arbitration ____ Mediation ____ Neutral Assessment ____</p> <p>Defendant (Circle One) <b>ACCEPT REJECT</b></p> <p>JURY DEMAND YES ____ NO ____ If Yes – please attach \$185.00 filing fee for Superior Court Prothonotary</p>
<p>ATTORNEY NAME(S):</p> <hr/> <hr/> <p>ATTORNEY ID(S):</p> <hr/> <p>FIRM NAME:</p> <hr/> <p>ADDRESS:</p> <hr/> <hr/> <p>TELEPHONE NUMBER:</p> <hr/> <p>FAX NUMBER:</p> <hr/> <p>E-MAIL ADDRESS:</p> <hr/>	<p>IDENTIFY ANY RELATED CASE(S) NO PENDING BY CAPTION AND CIVIL ACTION NUMBER:</p> <hr/> <hr/> <p>EXPLAIN THE RELATIONSHIP(S):</p> <hr/> <hr/> <hr/> <hr/> <p>(OTHER UNUSAL ISSUES THAT AFFECT CASE MANAGEMENT)</p> <hr/> <hr/> <p>(IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH PAGE)</p>
<p>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 REPOSIVE PLEADING BEING STRICKEN.</p>	

**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.

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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**

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**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.