

JUSTICE COURT CIVIL ACTION INSTRUCTIONS – PLAINTIFF

The following information and forms are for your information to start a civil action. You are the Plaintiff and all references to "Plaintiff" in these instructions are directed to you. The forms are self-explanatory and easy to fill out. All papers necessary for a simple proceeding are available at Justice Court.

Neither the Judge nor the Clerk of the Justice Court is allowed by law to give legal advice to either party. We may only assist you by making the necessary forms and instructions available and advising you of the procedures available to pursue or defend a civil action. For further information, you should also consult and be familiar with the **Justice and City Court Civil Rules**, which can be found in Title 25, chapter 23 of the Montana Code Annotated and the **Montana Uniform Rules for the Justice and City Courts**, which can be found in Title 25, chapter 24 of the Montana Code Annotated, and all statutory provisions relating to procedure in Montana's Justice Courts. The Montana Code Annotated may be accessed online at: http://data.opi.state.mt.us/bills/mca_toc/index.htm

ATTORNEYS AND SELF REPRESENTATION

An attorney is not required to pursue a claim or defend yourself in a Justice Court civil action. However, ***please note*** that you can only file or defend a claim on your own behalf, not on behalf of another person, corporation or entity, unless you are an attorney. You may not file a claim or appear as a party in any matter before the Court as an agent, personal representative, corporation, business trust, estate, trust, partnership, limited liability company, or any entity or association comprised of two or more persons having a joint or common interest.

If you feel you need an attorney, you have the right to obtain an attorney at any time during the proceedings. If you need help or instruction beyond these instructions and forms and the rules referenced above, you will need to consult with an attorney.

JURISDICTION

The amount demanded in the complaint cannot exceed **\$7,000**, excluding costs. Further limits on the jurisdiction of Justice Court can be found at §§ 3-10-301 through 3-10-304 MCA.

COMPLAINT

A written **Complaint** *(form provided)* must be prepared and filed with the Court by the Plaintiff to begin a civil action. A complaint is a brief, concise statement of the facts and legal basis constituting the Plaintiff's claim against the Defendant and the type and amount of relief requested. This is a statement by the Plaintiff to the Court and Defendant of **who** owes **what** to the Plaintiff and **why**. The complaint must include the dollar amount requested, and/or the return of specific property and must state the date of the transaction or occurrence. Plaintiff must prepare a **Summons** *(form provided)* to be served on the opposing party, and a **Praecipe** *(form provided)* for the Constable or process server, which instructs them where to serve the parties. Each Defendant named must be served. For each person Plaintiff is suing, Plaintiff will need an **original and 2 copies of the Complaint, Summons, and Praecipe**. After the papers are properly filled out, take them back to the Clerk at Justice Court to file.

FILING FEE AND SERVICE

The **filing fee** is **\$40** for the Justice Court. There is an **additional cost for service** of the papers by the Sheriff and/or Process Server, usually **\$60** per person named. These costs are an estimate. If there is mileage involved, the process server and/or Sheriff will charge for that also. If Plaintiff wins a judgment in Court, Plaintiff may be entitled to a reimbursement of the fees and costs paid.

No papers will be filed without payment of the required fees or without appropriate copies. If you are using the Sheriff to serve the Summons and Complaint, you must submit the appropriate service fee to the Court at the time of filing the Summons and Complaint. If you are using a private process server, you must include a self-addressed stamped envelope so that the summons and complaint can be returned to you once issued. If using a private process server, it is your responsibility to provide the appropriate papers and any fee to the process server after they have been returned to you by the Court. If appropriate copies are not provided at the time of filing, you will be required to pay \$.25 per page for the Clerk to make the appropriate copies.

The Defendant will be notified of the lawsuit by service of the papers by the Sheriff or process server. After the papers are served, Plaintiff will be notified by the Sheriff or process server that the Defendant has been served. **Plaintiff MUST be sure that the summons is returned to the Court** to continue with the lawsuit and to have costs included in the Judgment amount. No action will be taken unless a return of service is filed with the Court.

ANSWER

If the Defendant denies the debt or disagrees with the Complaint, the **Defendant MUST** file a written **Answer** with the Court **within 20 days after service**. A counterclaim may also be filed at this time. The Defendant **MUST** send a copy of the answer or counterclaim (if any) to the Plaintiff. **If no Answer** is received by the Court within 20 days after service, the Plaintiff may ask the Court for a **Judgment by Default**. **The Plaintiff must request the default judgment IN WRITING** by filing a Motion for Default and Affidavit of Sum Due, *(form provided)* it does not automatically happen. Default judgment is LIMITED TO EXACTLY WHAT IS ASKED FOR IN THE COMPLAINT. Plaintiff cannot get default judgment for anything that does not appear on the face of the complaint.

If the Defendant files a written Answer denying the claim and the parties cannot reach an agreement, the **Plaintiff must request the Court to set the matter for trial** by filing a **Motion to Set Trial**. *(form provided)* If settlement is reached, the Plaintiff and the Defendant must notify the Court in writing that the case has been settled and request that the Court dismiss the case by filing a motion to dismiss.

COUNTERCLAIM

A Counterclaim is any claim Defendant files against the Plaintiff with the Answer. There may or may not be a Counterclaim. If Defendant files a Counterclaim, it is the same as a complaint against the Plaintiff, and the Plaintiff **MUST** file a **Reply to the Counterclaim** *(form provided)* **within 20 days after service**, or Defendant can seek a **default judgment** against the Plaintiff.

CONTINUANCES

A continuance or resetting of a trial or hearing may be granted only upon a showing of good cause. The **Motion for Continuance** (*form provided*) must be made in writing and served upon (or mailed to) the opposing party or counsel. No continuance will be granted if not timely made. A continuance will not be granted if a party appears at the time set for a hearing or trial unprepared.

TRIAL

At trial, each party is responsible to prove to the Court the facts of their side of the case. Each party will be expected to bring all of their witnesses, written documents (i.e. lease, contract, bill of sale, receipts, etc.), or other evidence needed to support their position. If you do not bring evidence to trial, it will not be considered by the Court. The Court does not accept written statements from witnesses – all witnesses must appear at trial to give testimony.

The Plaintiff presents their case first. Plaintiff may testify and may also call witnesses. The Defendant may also ask questions of Plaintiff and each witness. Plaintiff must introduce sufficient evidence and testimony to prove their case by a preponderance of the evidence.

The Defendant then presents their case. Defendant may testify and may also call witnesses. The Plaintiff may also ask questions of Defendant and each witness. If there is a counterclaim, Defendant must present evidence and testimony to prove the counterclaim by a preponderance of the evidence.

The Plaintiff then may provide any rebuttal evidence or testimony. If there was a counterclaim, Plaintiff may present evidence and testimony to defend the counterclaim.

If you intend to introduce papers or documents to the Court at trial, you must bring a copy for the opposing party. If you wish to retain your original document, you must also bring a copy for the Court.

JUDGMENT

After the trial is held, the Court will issue a written judgment based on the facts as presented in the case. The Judge may pronounce judgment orally at the end of trial to be followed by a written judgment, or may take the matter under advisement and issue written judgment within 30 days. Each party will receive a copy of the written judgment.

Your evidence is held for thirty (30) days after the Judgment is issued. After that time, you may pick up your evidence from the Court. The Court will NOT mail the evidence back to you. Evidence not picked up in a timely manner will be disposed of by the Court.

COLLECTION OF THE JUDGMENT

If Plaintiff wins a Judgment, either by default or by trial, Plaintiff may proceed to the actual collection of the Judgment. If the Defendant wins a Judgment, Defendant has the same rights and remedies for collection as the Plaintiff. A separate packet is available from the Court regarding collections.

Payment of the Judgment is due immediately and payment should be made directly to the Plaintiff. If the parties wish to negotiate a payment plan for the payment of the Judgment, they may do so. The Court will not handle payments or collection. The Judgment is good for 10 years. The parties are advised that if payment is not made voluntarily, there will be costs associated with collection of the judgment. The Plaintiff must pay the costs initially, but the costs will be added to the judgment, so the Defendant will ultimately pay the costs when the judgment is fully collected. Collection of a judgment can be difficult, time consuming, and costly for both sides. Some costs and difficulties can be avoided if both parties communicate and are reasonable with each other regarding collection.

Plaintiff MUST notify the Court as soon as the Judgment is satisfied (paid in full). *(form provided)* Plaintiff will be responsible if the Judgment is satisfied and NOT cleared from the Debtor's record in Court and may be held liable for damages.

APPEAL

Either party may appeal the judgment to the District Court and will have **30 days** to file a written notice of **appeal** with the Justice Court and complete the procedures necessary. The burden of perfecting the appeal is on the appealing party. You will be required to pay a fee to the Clerk of the District Court and post an appeal bond set by the Justice of the Peace.

OTHER MOTIONS

All motions to the Court must be in writing. A general **Motion** *(form provided)* form has been provided for any motion you need to file with the Court that has not been specifically provided for in this packet.

QUESTIONS

For general questions, you may reach the Justice Court Civil Clerk by calling **(406) 932-5150**.

Complaint form instructions

The numbers below are instructions for the corresponding numbered blanks on the Complaint form.

- (1) Print your name as Plaintiff.
- (2) Print your mailing address and phone number.
- (3) Print your name as Plaintiff.
- (4) Print the name of the Defendant or Defendants.
- (5) Leave blank. The Clerk of Court will assign a case number when the Complaint is filed.
- (6) State the facts and legal basis that constitute your claim against the Defendant.
- (7) State the relief requested and/or the amount of money you are seeking. Please do not include costs of Court or service in the amount stated.
- (8) Fill in the date you are signing your Complaint.
- (9) Sign the Complaint.

File the original Complaint with the Court. (include \$40 filing fee and 2 copies)

(1) _____
(2) _____

(ZIP) _____
Phone: _____

IN THE JUSTICE COURT
CITY OF BIG TIMBER, SWEET GRASS COUNTY, STATE OF MONTANA
BEFORE JESSIE CONNOLLY JUSTICE OF THE PEACE

)
(3) _____,)
Plaintiff(s),) Cause No. (5) CV- _____
)
vs.) **COMPLAINT**
)
(4) _____,)
Defendant(s).)

4.11.2014

COMES NOW, the Plaintiff(s) and for cause of action and claim of relief against the Defendant(s), complains and alleges as follows:

(6) _____

WHEREFORE, Plaintiff(s) requests Judgment against Defendant as follows (include dollar amount owed), plus costs of suit:

(7) _____

DATED this (8) _____ day of (8) _____, 20__.

(9) _____
Plaintiff

Summons form instructions

The numbers below are instructions for the corresponding numbered blanks on the Summons form.

- (1) Print your name as Plaintiff.
- (2) Print your mailing address and phone number.
- (3) Print your name as Plaintiff.
- (4) Print the name of the Defendant or Defendants.
- (5) Leave blank. The Clerk of Court will assign a case number when the Complaint is filed.

The remaining blanks will be filled out by the Clerk of Court and/or the process server.

You must prepare a Summons and Praecipe for each Defendant named. Each individual party named as a Defendant must be personally served with a Summons and Complaint.

File the original Summons with the Court. (include 2 copies)

If you are using the Sheriff or Constable to serve the summons, you must include the appropriate fee at the time of filing.

If you are using a private process server to serve the summons, you **must include a self-addressed stamped envelope** so that the complaint and summons can be returned to you. If using a private process server, it is your responsibility to provide the appropriate papers and any fee to the process server.

(1) _____
(2) _____
_____(ZIP)_____
Phone: _____

IN THE JUSTICE COURT
CITY OF BIG TIMBER, SWEET GRASS COUNTY, STATE OF MONTANA
BEFORE JESSIE CONNOLLY JUSTICE OF THE PEACE

_____) _____)
(3) _____,) Cause No. (5) CV- _____
Plaintiff(s),)
vs.) **SUMMONS**
(4) _____,)
Defendant(s).)

**THE STATE OF MONTANA TO THE ABOVE-NAMED DEFENDANT(S),
GREETINGS:**

YOU ARE HEREBY SUMMONED to Answer the Complaint in this action, which is filed in the above-entitled Court. A copy of same is served upon you. You must file your written Answer with the above-entitled Court and serve a copy upon the Plaintiff(s), or Plaintiff's attorney within **twenty (20) days** after the service of this Summons, exclusive of the day of service. **FAILURE TO APPEAR AND ANSWER** will allow Judgment to be taken against you by **default**, for the relief demanded in the Complaint. A **\$20 filing fee** must accompany the answer at the time of filing.

WITNESS my hand this _____ day of _____, 20__.

Justice of the Peace / Clerk

STATE OF MONTANA)
: ss.
County of Sweet Grass)

I HEREBY CERTIFY that I received the Summons on the _____ day of _____, 20__, and I personally served the same on the _____ day of _____, 20__, upon _____, at the following location: _____.

A copy of the Summons and Complaint, was left with the Defendant.

SO CERTIFIED this _____ day of _____, 20__.

Service: \$ _____
Mileage: \$ _____
Total: \$ _____ Sheriff/Deputy/Constable/Levying Officer

Praecipe form instructions

The numbers below are instructions for the corresponding numbered blanks on the Praecipe form.

*** * *** **Please note** that the information on this form will be used by the process server to find the Defendant to serve your papers. The more information you provide, the better the chances that the process server can serve the papers quickly.

- (1) Print your name as Plaintiff.
- (2) Print your mailing address and phone number.
- (3) Print your name as Plaintiff.
- (4) Print the name of the Defendant or Defendants.
- (5) Leave blank. The Clerk will assign a case number when the Complaint is filed.
- (6) Check the appropriate box to indicate process server you have selected. You may choose to have the Sheriff serve the papers, or you may choose a private process server. If you choose a private process server, please print their name in the blank provided.
- (7) Check the appropriate box to indicate the particular papers to be served at this time.
- (8) Check the appropriate box to indicate whether it is the Defendant that is to be served, or, in the case of a subpoena, some other individual. If it is a separate individual, please print the appropriate name in the blank provided.
- (9) Print the home address and phone number of the person you want served. If you do not have this information, it will be very difficult for the process server to accomplish service. If adequate information is not provided, the process server may return the documents as unable to serve.
- (10) Print the place of business or work of the person you want served, if known.
- (11) Print the address of the place of business or work of the person you want served.
- (12) Provide as much identifying information as possible. Often, individuals will attempt to avoid service of process and may lie to the process server about their identity. Any information you can provide to the process server to help identify the person to be served may help accomplish service if such is the case.
- (13) Provide any information known about vehicles used by the person to be served.
- (14) List any places frequented by the individual, such as a favorite bar or hangout.
- (15) List any persons who may know where the individual is, such as relatives or friends and any information, such as address or phone number, so that they can be reached.
- (16) Fill in the date you are signing the Praecipe.
- (17) Sign the Praecipe.

File the original Praecipe with the Court. (include 2 copies)

(1) _____
(2) _____

(ZIP) _____
Phone: _____

IN THE JUSTICE COURT
CITY OF BIG TIMBER, SWEET GRASS COUNTY, STATE OF MONTANA
BEFORE JESSIE CONNOLLY JUSTICE OF THE PEACE

(3) _____,)
Plaintiff(s),) Cause No. (5) CV- _____
vs.)
(4) _____,)
Defendant(s).)
**PRAECIPE FOR SERVICE OF
PROCESS**

4.11.2014

TO: (6) () SHERIFF () PROCESS SERVER: _____:

Please serve (7) () Summons and Complaint () Subpoena () Subpoena Duces
Tecum upon (8) () Defendant(s) or () Other: _____

Home Address (9) _____ (city) _____ Home Phone _____
Place of Work (10) _____ Hours _____
Work Address (11) _____ (city) _____ Work Phone _____

Identifying Characteristics: (12)

SS # _____ - _____ - _____ DOB _____ - _____ - _____ Sex: Male / Female
Race _____ Height _____ Weight _____ Hair Color _____
Eye Color _____ Tattoos _____
Other Information: _____

Vehicles: (13)

Make _____ Model _____ Color _____ Plate # _____ Yr. _____
Description _____
Make _____ Model _____ Color _____ Plate # _____ Yr. _____
Description _____

Other location where the individual may be found: (14) _____

Persons who may know the individual's whereabouts: (15) _____

DATED this (16) _____ day of (16) _____, 20____.

(17) _____
Plaintiff

Motion for Default form instructions

The numbers below are instructions for the corresponding numbered blanks on the Motion for Default form.

- (1) Print your name as Plaintiff.
- (2) Print your mailing address and phone number.
- (3) Print your name as Plaintiff.
- (4) Print the name of the Defendant or Defendants.
- (5) Fill in the case number that has been assigned by the Court.
- (6) Print your name.
- (7) Fill in the amount Defendant owes. This amount should be the same as the amount stated in the Complaint. If any payment has been made, you must deduct the amount already paid. Do not include court costs in the amount, the court will add those.
- (8) Fill in the date you are signing the motion.
- (9) Sign the motion. You must sign the motion **before a Notary Public**. The Notary Public will fill out the appropriate portion of the form.
- (10) Put the Defendant's name and address as it appears on the Answer and **mail a copy of your Motion for Default to the Defendant**.
- (11) Sign the Certificate of Service.

File the original Motion for Default with the Court.

(1) _____
(2) _____

(ZIP) _____
Phone: _____

IN THE JUSTICE COURT
CITY OF BIG TIMBER, SWEET GRASS COUNTY, STATE OF MONTANA
BEFORE JESSIE CONNOLLY JUSTICE OF THE PEACE

(3) _____,)
Plaintiff(s),) Cause No. (5) CV- _____
vs.)
(4) _____,) **MOTION FOR DEFAULT AND**
Defendant(s).) **AFFIDAVIT OF SUM DUE**

4.11.2014

COMES NOW, the Plaintiff and requests that the Court enter default and render judgment against Defendant(s) for their failure to appear or otherwise answer the Plaintiff's complaint within the time allowed to do so.

STATE OF MONTANA)
: ss.
County of Sweet Grass)

(6) _____, being first duly sworn, says that as of the date of entry of default, there was the sum of (7) \$ _____, owing by the Defendant(s) to the Plaintiff as set forth in the Complaint, together with costs of suit incurred.

DATED this (8) _____ day of (8) _____, 20____.

(9) _____
Plaintiff

Subscribed and sworn to before me this _____ day of _____, 20____.

(Notary Seal)

Notary Public for the State of Montana
Residing at _____, Montana
My commission expires _____.

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the Motion for Default was served upon the Defendant(s) or Defendant's attorney by placing the same in the U.S. mail, postage prepaid, addressed as follows:

(10) _____

(ZIP) _____

(11) _____
Plaintiff

Motion to Set Trial form instructions

The numbers below are instructions for the corresponding numbered blanks on the Motion to Set Trial form.

- (1) Print your name as Plaintiff.
- (2) Print your mailing address and phone number.
- (3) Print your name as Plaintiff.
- (4) Print the name of the Defendant or Defendants.
- (5) Fill in the case number that has been assigned by the Court.
- (6) Fill in the date you are signing your motion.
- (7) Sign the motion.
- (8) Put the Defendant's name and address as it appears on the Answer and **mail a copy of your Motion to Set Trial to the Defendant.**
- (9) Sign the Certificate of Service.

File the original Motion to Set Trial with the Court.

(1) _____
(2) _____

(ZIP) _____
Phone: _____

IN THE JUSTICE COURT
CITY OF BIG TIMBER, SWEET GRASS COUNTY, STATE OF MONTANA
BEFORE JESSIE CONNOLLY JUSTICE OF THE PEACE

(3) _____,)
Plaintiff(s),) Cause No. (5) CV- _____
vs.) **MOTION TO SET TRIAL**
(4) _____,)
Defendant(s).)

4.11.2014

COMES NOW, the Plaintiff and requests that the Court set this matter for trial.

DATED this (6) _____ day of (6) _____, 20____.

(7) _____
Plaintiff

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the Motion to Set Trial was served upon the Defendant(s) or Defendant's attorney by placing the same in the U.S. mail, postage prepaid, addressed as follows:

(8) _____

(ZIP) _____

(9) _____
Plaintiff

Reply to Counterclaim form instructions

The numbers below are instructions for the corresponding numbered blanks on the Reply to Counterclaim form.

- (1) Print your name as Plaintiff.
- (2) Print your mailing address and phone number.
- (3) Print your name as Plaintiff.
- (4) Print the name of the Defendant or Defendants.
- (5) Fill in the case number that has been assigned by the Court.
- (6) Print your name.
- (7) What statements in the Counterclaim are true? Restate them in this portion of the Reply and indicate that they are admitted. What statements are not true? Repeat those statements in this portion and indicate that they are denied. Are there any statements which you do not know about? If there are, state that you do not know whether these statements are true or not.
- (8) Fill in the date you are signing your Reply.
- (9) Sign the Reply.
- (10) Put the Defendant's name and address and **mail a copy of your Reply to the Defendant.**
- (11) Sign the Certificate of Service.

File the original Reply with the Court.

(1) _____
(2) _____

(ZIP) _____
Phone: _____

IN THE JUSTICE COURT
CITY OF BIG TIMBER, SWEET GRASS COUNTY, STATE OF MONTANA
BEFORE JESSIE CONNOLLY JUSTICE OF THE PEACE

)
(3) _____,)
Plaintiff(s),) Cause No. (5) CV- _____
)
vs.) **REPLY TO COUNTERCLAIM**
)
(4) _____,)
Defendant(s).)

4.11.2014

COMES NOW, Plaintiff(s), (6) _____ and
replies to Defendant's counterclaim as follows: (7) _____

DATED this (8) _____ day of (8) _____, 20____.

(9) _____
Plaintiff

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the Reply to Counterclaim was served upon the Defendant(s) or Defendant's attorney by placing the same in the U.S. mail, postage prepaid, addressed as follows:

(10) _____

(ZIP) _____

(11) _____
Plaintiff

Motion to Continue form instructions

The numbers below are instructions for the corresponding numbered blanks on the Motion to Continue form.

- (1) Print your name as Plaintiff.
- (2) Print your mailing address and phone number.
- (3) Print your name as Plaintiff.
- (4) Print the name of the Defendant or Defendants.
- (5) Fill in the case number that has been assigned by the Court.
- (6) Check the appropriate box to indicate whether it is a trial or other hearing you want continued.
- (7) Fill in the date presently set for the trial or hearing.
- (8) Explain why you need the date changed. You must be specific. Remember that you must have good cause to request the continuance.
- (9) You should contact the Defendant and advise them that you are requesting a continuance and why. Check the appropriate box to indicate whether you were able to contact the Defendant or not.
- (10) Check the appropriate box to indicate whether the Defendant objects to the motion to continue or not.
- (11) Fill in the date you are signing your motion.
- (12) Sign the motion.
- (13) Put the Defendant's name and address and **mail a copy of your Motion to Continue to the Defendant.**
- (14) Sign the Certificate of Service.

File the original Motion to Continue with the Court.

(1) _____
(2) _____

(ZIP) _____
Phone: _____

IN THE JUSTICE COURT
CITY OF BIG TIMBER, SWEET GRASS COUNTY, STATE OF MONTANA
BEFORE JESSIE CONNOLLY JUSTICE OF THE PEACE

(3) _____,)
Plaintiff(s),) Cause No. (5) CV- _____
vs.) **MOTION TO CONTINUE**
(4) _____,)
Defendant(s).)

4.11.2014

COMES NOW, the Plaintiff and requests that the Court continue (6) () trial () hearing set on (7) _____, 20____, for the reason that (8) _____

The Defendant (9) () has () has not been contacted regarding this motion and Defendant (10) () objects () does not object to the continuance.

DATED this (11) _____ day of (9) _____, 20____.

(12) _____
Plaintiff

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the Motion to Continue was served upon the Defendant(s) or Defendant's attorney by placing the same in the U.S. mail, postage prepaid, addressed as follows:

Defendant(s) Address:
(13) _____

(ZIP) _____

(14) _____
Plaintiff

Satisfaction of Judgment form instructions

The numbers below are instructions for the corresponding numbered blanks on the Satisfaction of Judgment form.

- (1) Print your name as Plaintiff.
- (2) Print your mailing address and phone number.
- (3) Print your name as Plaintiff.
- (4) Print the name of the Defendant or Defendants.
- (5) Fill in the case number that has been assigned by the Court.
- (6) Sign the Satisfaction of Judgment.
- (7) Put the Defendant's name and address and **mail a copy of the Satisfaction of Judgment to the Defendant.**
- (8) Sign the Certificate of Service.

File the original Satisfaction of Judgment with the Court.

(1) _____
(2) _____

(ZIP) _____
Phone: _____

IN THE JUSTICE COURT
CITY OF BIG TIMBER, SWEET GRASS COUNTY, STATE OF MONTANA
BEFORE JESSIE CONNOLLY JUSTICE OF THE PEACE

(3) _____,)
Plaintiff(s),) Cause No. (5) CV- _____
vs.) **SATISFACTION OF JUDGMENT**
(4) _____,)
Defendant(s).)

4.11.2014

For sufficiently valuable consideration paid to the Plaintiff(s) by the Defendant(s) in the above-entitled action, the Clerk of the above-named Court is requested to enter Satisfaction of said judgment on the record. The Plaintiff acknowledges full and complete satisfaction of the Judgment entered in the above-entitled action.

DATED this (6) _____ day of (6) _____, 20__.

(7) _____
Plaintiff

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the Satisfaction of Judgment was served upon the Defendant(s) or Defendant's attorney by placing the same in the U.S. mail, postage prepaid, addressed as follows:

(8) _____

(ZIP) _____

(9) _____
Plaintiff

Motion form instructions

The numbers below are instructions for the corresponding numbered blanks on the Motion form.

- (1) Print your name as Plaintiff.
- (2) Print your mailing address and phone number.
- (3) Print your name as Plaintiff.
- (4) Print the name of the Defendant or Defendants.
- (5) Fill in the case number that has been assigned by the Court.
- (6) State what action you are requesting the Court to take.
- (7) State the reason for your request. You must be specific. Remember that you must have good cause for any request you make.
- (8) Fill in the date you are signing your motion.
- (9) Sign the motion.
- (10) Put the Defendant's name and address and **mail a copy of your Motion to the Defendant.**
- (11) Sign the Certificate of Service.

File the original Motion with the Court.

(1) _____
(2) _____

(ZIP) _____
Phone: _____

IN THE JUSTICE COURT
CITY OF BIG TIMBER, SWEET GRASS COUNTY, STATE OF MONTANA
BEFORE JESSIE CONNOLLY JUSTICE OF THE PEACE

)
(3) _____,)
Plaintiff(s),) Cause No. (5) CV- _____
)
vs.) **MOTION**
)
(4) _____,)
Defendant(s).)

4.11.2014

COMES NOW, the Plaintiff and requests that the Court (6) _____

for the reason that (7) _____

DATED this (8) _____ day of (8) _____, 20__.

(9) _____
Plaintiff

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the Motion was served upon the Defendant(s) or Defendant's attorney by placing the same in the U.S. mail, postage prepaid, addressed as follows:

(10) _____

(ZIP) _____

(11) _____
Plaintiff