CIVIL COUNTERCLAIM FORM

Instructions for Civil Counterclaim Form -- The numbers below are instruction for the corresponding numbered blanks on the Counterclaim form:

1. Print your name as Defendant
2. Print your mailing address and phone number
3. Print the name of the Plaintiff or Plaintiffs
4. Print your name as Defendant(s)
5. Fill in the case number that has been assigned by the Court.
6. State the facts and legal basis that constitutes your claim against the Plaintiff.
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.

1. Fill in the date you are signing your Counterclaim.
2. Sign the Counterclaim.
3. Put the Plaintiff’s name and address as it appears on the Complaint and

**mail a copy of your answer to the plaintiff.**

1. Sign the Certificate of Service.