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Request to File Landlord-Tenant Lawsuit

Before you start entering information for your new case, do the following:

1. Compute current amounts due using your tenant ledger or other records, including: (1) rent, (2) late charges, (3) unpaid utilities, and (4) all other amounts you believe are due under the lease – by category. JPS will not compute these amounts from any records you may provide. You will be asked for these amounts as part of your case submission below.

2. Prepare documents and photographs for uploading or delivery, including: (1) the lease (required if there is a written lease, even if it has expired); (2) tenant ledger or other records showing charges to tenants and payments; (3) any pre-suit notices and/or demands you have given to the tenant(s); (4) any photographs you think will help prove your case; and (5) any other documents you think may be relevant to your case. PDF is the preferred format for uploaded documents, but you may also upload Word or Excel files. JPG or PNG are the required formats for digital photographs. If you are unable to prepare documents for upload, you may fax them to us at 573-443-1676. Alternatively, you can deliver or mail documents to us, but this will delay filing your case because we must have documents in hand before filing.

How many Plaintiff(s) are filing this case? _____	**How many Defendant(s) will be sued?** _____
Name of first Plaintiff:	Name of first Defendant:
Note: All adults occupying the premises should be counted as Defendants, whether or not all of them signed a lease. Do not include minor children.	

Leased Premises – Street address:	Apt. or Lot No. (if applicable)	
City:	State:	ZIP:
If the premises are in Columbia, do you have a current certificate of compliance with the rental housing code? ☐ Yes ☐ No		
Are the premises the location of a mobile home? ☐ Yes ☐ No If yes, does/do the tenant(s) own the mobile home? ☐ Yes ☐ No *If the tenant(s) own the mobile home, the home may have to be moved or demolished in place when the eviction takes place, so please answer the following questions:* Is the mobile home in moveable condition? ☐ Yes ☐ No If yes, estimated cost to move mobile home? $_____ If no, estimated cost to demolish mobile home in place? $_____		

First Plaintiff ☐ **Individual** ☐ **Corporation** ☐ **LLC** ☐ **General Partnership** ☐ **Limited Partnership** ☐ **Limited Liability Partnership** ☐ **Trust** ☐ **Housing Authority**			
Last or company name:	First name:		Middle:
Street Address, City, State, ZIP:			
Business phone:	Home phone:	Cell phone:	Fax phone:
Email address:	"Doing business as" name or trust name:		
Social Security Number or EIN (required by court):	Date of birth (required by court):		

Second Plaintiff or contact person for entity if First Plaintiff is not an individual ☐ **Individual** ☐ **Corporation** ☐ **LLC** ☐ **General Partnership** ☐ **Limited Partnership** ☐ **Limited Liability Partnership** ☐ **Trust** ☐ **Housing Authority**			
Last or company name:	First name:		Middle:
Street Address, City, State, ZIP:			
Business phone:	Home phone:	Cell phone:	Fax phone:
Email address:	"Doing business as" name or trust name:		
Social Security Number or EIN (required by court):	Date of birth (required by court):		

Note: Social Security Number/EIN and date of birth are required by the court but not made public. We will keep this information confidential.

Defendant(s) – Space is provided for four Defendants. If necessary, attach additional sheet to provide same information for more Defendants. All adult occupants should be named as Defendants. Do not include minor children. If you do not know name(s), use "John Doe," "Jane Doe," etc.

First Defendant – Last or Company Name:	First Name:	Middle Name/Initial
Street address, City, State ZIP:		
Social Security Number if known:	Date of Birth if known:	Gender: ☐ Male ☐ Female
Home phone:	Cell phone:	Work phone:
Employer name/address:		
Serve by: ☐ Personal service ☐ Posting ☐ Special Process Server ☐ Sheriff's Deputy		(see next page for service explanation)
Info that may help in serving lawsuit (for example, work hours, vehicle description and license number, known associates and hang-outs, additional locations where summons might be served, and presence of vicious animals at the premises):		

Second Defendant – Last or Company Name:	First Name:	Middle Name/Initial
Street address, City, State ZIP:		
Social Security Number if known:	Date of Birth if known:	Gender: ☐ Male ☐ Female
Home phone:	Cell phone:	Work phone:
Employer name/address:		
Serve by: ☐ Personal service ☐ Posting ☐ Special Process Server ☐ Sheriff's Deputy		(see next page for service explanation)
Info that may help in serving lawsuit (for example, work hours, vehicle description and license number, known associates and hang-outs, additional locations where summons might be served, and presence of vicious animals at the premises):		

Third Defendant – Last or Company Name:	First Name:	Middle Name/Initial
Street address, City, State ZIP:		
Social Security Number if known:	Date of Birth if known:	Gender: ☐ Male ☐ Female
Home phone:	Cell phone:	Work phone:
Employer name/address:		
Serve by: ☐ Personal service ☐ Posting ☐ Special Process Server ☐ Sheriff's Deputy		(see next page for service explanation)
Info that may help in serving lawsuit (for example, work hours, vehicle description and license number, known associates and hang-outs, additional locations where summons might be served, and presence of vicious animals at the premises):		

Fourth Defendant – Last or Company Name:	First Name:	Middle Name/Initial
Street address, City, State ZIP:		
Social Security Number if known:	Date of Birth if known:	Gender: ☐ Male ☐ Female
Home phone:	Cell phone:	Work phone:
Employer name/address:		
Serve by: ☐ Personal service ☐ Posting ☐ Special Process Server ☐ Sheriff's Deputy		(see next page for service explanation)
Info that may help in serving lawsuit (for example, work hours, vehicle description and license number, known associates and hang-outs, additional locations where summons might be served, and presence of vicious animals at the premises):		

Service of Lawsuit Summons – If all Defendant(s) are to be served the same way, you can select the desired options in this section.

☐ **Service by Special Process Server** – This is usually the fastest and most reliable. We will use a special process server if no selection is made.
☐ **Service by Sheriff's Deputy** – This is slightly less expensive but may be slower and may be unsuccessful if tenants cannot be served in person during normal business hours. However, this is a good option if you select posting because deputies post summonses quickly.

☐ **Serve by posting** – This will allow a judgment for possession of the premises, but monetary damages cannot be awarded unless the tenant(s) actually appear in court.
☐ **Serve by personal service** – This will allow a judgment for both possession of the premises and monetary damages.

Lease information ☐ Written lease (***provide copy***) ☐ Oral lease Expiration date: _____ or ☐ Lease is month-to-month

Monthly rent: $ _____ Day of month rent is due: _____ Does lease allow attorney fees? ☐ Yes ☐ No

Does lease provide for late payment charges? ☐ Yes ☐ No If yes, describe late charge provisions:

Date tenant(s) vacated _____. Leave blank if tenant(s) are still in possession of premises. Legally, tenant(s) are in possession of premises if they have items of personal property there – even if they are no longer residing there.

Type of Lawsuit Desired – If you are not certain, select the type you think is closest to your situation. We will review all the information you submit and select the type of case that needs to be filed to get the best legal result.

☐ **Rent and possession** – Select if the only lease violation is nonpayment of rent. Tenant can pay after lawsuit is filed and stay.

☐ **Unlawful detainer** – Select if tenant stays after lease expires or has been terminated. Tenant cannot pay and stay.
Select unlawful detainer situation(s) you believe applies:
☐ Tenant remains after lease expired
☐ Month-to-month lease terminated by written notice (provide copy of notice)
☐ Lease terminated for cause (provide copy of termination notice)
☐ Unauthorized occupant or squatter (provide copy of written demand for possession)
☐ Employee terminated where tenancy was pursuant to employment (provide copy of written employment termination notice)
☐ Tenancy at sufferance terminated by 30-day written notice (provide copy of notice)
☐ Occupant remains after property was foreclosed (provide copies of all written notices to occupant regarding foreclosure)
What is the monthly fair rental value of the premises? (leave blank if fair rental value is the same as monthly rent): $_____
Note: Fair rental value is used to calculate "double damages" in unlawful detainer cases.

☐ **Expedited eviction** – Select for illegal drug-related activity, or credible threat of imminent injury to persons or extreme damage to property
Select the legal ground for expedited eviction:
☐ Illegal drugs or paraphernalia
☐ Imminent physical injury to persons or extreme damage to property
☐ Allowing a person to enter the premises who was barred from entering the premises in a prior expedited eviction case
Have you served an expedited eviction notice? ☐ Yes ☐ No If yes, state the date you served the notice _____ and provide a copy
State the factual circumstances you believe entitle you to an expedited eviction:

☐ **Contract Action** – Select to recover monetary damages (unpaid rent, premises damage, etc.) from tenants who have vacated

Financial Information

Total unpaid rent due as of the date you are submitting this case (*provide tenant ledger*): $_____

Total late payment charges due as of the date you are submitting the case: $_____

Other amounts owed not including known property damage (for example, utilities, bad check charges, etc. – *provide documentation*)

Description	Amount
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____

Property Damage

☐ Check here if you believe tenant(s) have already caused physical damage to the premises and describe the damage:

If known, state the cost of repairing the damage (leave blank if the cost must be determined later): $_____

Deposits

Amount of security deposit paid by tenant(s) – leave blank if there is no security deposit: $_____

Amount of pet deposit paid by tenant(s) – leave blank if there is no pet deposit: $_____
If there is a pet deposit, state whether the lease describes the pet deposit as: ☐ Refundable ☐ Non-refundable

Additional Information for Lawsuit

Pre-suit notices and demands – Describe any pre-suit notices and/or demands served on the tenant(s) and *provide copies*.

Additional Information – Use this space to provide any additional information you think may be relevant or helpful in the lawsuit, including but not limited to: (1) ways in which tenants have violated the lease or the law not covered above; (2) whether you have accepted any money from the tenants after giving them a termination notice or after the lease expired; and (3) additional information that might help in serving summonses on the tenants

Final Checklist and Acknowledgment

Checklist
☐ Double-check to make sure all applicable and available information requested above is complete and accurate.
☐ Provide copies of all documents mentioned above
☐ If you have not already done so, provide a signed verification on the form we provide.

Acknowledgment – By signing below, I certify that the information provided on this form is complete and accurate, and I agree to pay JPS' standard legal fees and court costs according to the current schedule.

Date Signed:	Signature:

Note: Established clients will be invoiced for fees and expenses. First-time clients may be asked for advance payment.