First City Court Copy Distribution Fact Sheet

Copies and Mail

Copies should be sent of pleadings that are signed by the judge (newly signed). The first set of copies are free.

JUDGMENTS - 3 certified copies to plaintiff

CONSENT JUDGMENTS - 1 certified copy to plaintiff
1 certified copy to defendant

DISMISSALS - 2 certified copies to defendant 1 certified copy to plaintiff

ANSWERS & INTERROGATORIES - 1 regular copy to plaintiff

GARNISHMENT - 1 certified copy to plaintiff's attorney

Motion & Order Perpetuating Garnishment
1 certified copy to plaintiff
Motion Against Garnishee
1 certified copy to plaintiff
Garnishment Judgment
3 certified copies to plaintiff

SATISFACTION OF JUDGMENT - 3 certified copies to plaintiff

Motions & Orders - 2 certified copies to defendant's attorney

1 certified copy to plaintiff's attorney

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NOTE: If customers request a <u>FREE COPY</u> of a pleading 30 days past due the "clocked-in" and/or signed dates, the copy must be paid for. (PLEASE CHECK THE RECORD FOR PROOF OF MAILING).