

Instructions for completing the Demographic Information Sheet

Information provided on this form is used for Court use only. It should **not** be filed with your pleadings. Information on this form is not released to other parties (including attorneys) – it is strictly for the Court to have correct information to schedule your motion.

Sections on the Demographic Information Sheet, Instructional form, are indicated with **red** numbers. Each number below contains the corresponding instructions for those sections.

1. Enter your docket number, also referred to as a “case” number. This number should be formatted as XX-XXXXX. *Example: 24-01234*. Enter the date that you submit this form. The information in this section is required.
2. The petitioner is the person filing the pleading with the court. Regardless of your role in the case (plaintiff or defendant), if you are submitting a motion, *you* are the petitioner. The information in this section is required.
3. The respondent is the party(s) on the case who you are filing the pleading against. There may be more than one respondent on your case – if so, please fill out a separate copy of this form for **each** respondent listed on your case. The respondent’s name, email address, and mailing (or serviceable) address is required to schedule your motion online.
4. If the respondent(s) is represented by counsel (an attorney), you are **required** to provide that information on this form. Failure to accurately provide notice to opposing counsel may result in your motion not being scheduled or considered by the Court. If the respondent is represented, you must provide the name, phone number, and email address of that counsel. Entries of representation may be found online at the [Department of Court Records](#).
5. If there are children involved in the case (*for instance, custody or support cases*) you must list them and their date of birth. This is to ensure the correct case is used for your pleading.
6. If you require language assistance, you may request an interpreter to be present at a scheduled hearing. Notifying the Court to request language services on this form is recommended, but does not guarantee an interpreter will be provided. Interpreter requests must be made to Court Administration. More information about Interpreter services may be found on our [website](#).
7. Sign the form prior to submission.

DEMOGRAPHIC INFORMATION SHEET

Instructional Use Only - Do Not Use or File

1 Docket Number: _____ Date: _____

Petitioner Information

2 Name: _____ Date of Birth: _____
Email: _____ Phone Number: _____
Mailing Address: _____
Are you represented by an attorney? ☐ Yes ☐ No

Respondent Information*

3 Name: _____ Date of Birth: _____
Email: _____ Phone Number: _____
Mailing Address: _____
If the other party is represented by an Attorney, provide that information below:
4 Attorney Name: _____
Attorney Phone: _____
Attorney Email: _____

** Use additional pages if necessary*

Children Information

5 Name: _____ Date of Birth: _____
Name: _____ Date of Birth: _____
Name: _____ Date of Birth: _____
Name: _____ Date of Birth: _____

6 ☐ I am requesting language assistance for _____
(Language)

I understand that if I do not complete and submit this form in full with my paperwork it may result in the Court failing to consider the matter/request.

7 Signature: _____

DEMOGRAPHIC INFORMATION SHEET

Do Not File - For Court Use Only

Docket Number: _____

Date: _____

Petitioner Information

Name: _____

Date of Birth: _____

Email: _____

Phone Number: _____

Mailing Address: _____

Are you represented by an attorney? Yes No

Respondent Information*

Name: _____

Date of Birth: _____

Email: _____

Phone Number: _____

Mailing Address: _____

If the other party is represented by an Attorney, provide that information below:

Attorney Name: _____

Attorney Phone: _____

Attorney Email: _____

** Use additional pages if necessary*

Children Information

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

I am requesting language assistance for

(Language)

I understand that if I do not complete and submit this form in full with my paperwork it may result in the Court failing to consider the matter/request.

Signature: _____