

Procedures for Filing Limited Actions (Chapter 61) Eviction Cases

1. Fill out the cover sheet.
2. Fill out the Petition for Forcible Detainer.
3. Fill out the Request and Service Instruction Form, along with two (2) copies of the Summons.
4. Take your pleadings to the District Court Clerk's office, and pay the filing fee according to the following table:

\$500 or less	\$54.00
\$500.01 - \$5,000	\$74.00
\$5,000 - \$25,000	\$120.00

There will be one additional payment. You must also pay a separate \$15.00 Sheriff's service fee. Checks or money orders should be made payable to Douglas County.

5. Once your case is opened, you will be given an answer date. The defendant(s) must either appear or file a written answer with the court by that date. As plaintiff, you are not required to appear.
6. If the defendant(s) appears and denies the allegations contained within the petition, a trial date will be set within fourteen (14) calendar days. A notice will be sent to both parties by mail. Please note that, as plaintiff, you are presumed to be available for trial within fourteen (14) days following the answer date. If you have any questions about the answer date or whether the defendant appeared or answered, you may contact the Clerk's office.
7. If the defendant(s) does not appear on the answer date, or has not filed a written answer, you, as plaintiff, must fill out a journal entry of judgment, and a writ of restitution along with a request and service instruction form. There is a \$12.50 surcharge for the writ and a separate \$15.00 Sheriff's service fee as in (4) above. Both the journal entry and the writ will then be sent to the judge for signature.