

**REQUEST TO CONFORM CASE INITIATION
DATA ENTRY TO SUMMONS**

JD-CL-96 New 1-09



Instructions to Person Making Request: This form may be used only to request that data incorrectly entered electronically be conformed to the information on the summons that was served.

Instructions to Court Staff: Bring this form to the Chief Clerk or Chief Clerk's Designee.

Name of Case (<i>First-named Plaintiff vs. First-named Defendant</i>)	Docket Number
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Judicial District	Address of Court
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The Plaintiff(s) respectfully represent(s) that the case initiation documents in the case named above were served on the defendant(s) on _____ . After service on the defendant(s), the documents were filed with the Court electronically through e-filing. The data entered in the e-filing system does not conform to the data contained on the summons served on the defendant(s) as follows:

<i>(Check all that apply)</i>	Data entered in the case management system	Information contained on the summons served
<input type="checkbox"/> Case Type		
<input type="checkbox"/> Return Date		
<input type="checkbox"/> Name(s) of Plaintiff(s)		
<input type="checkbox"/> Name(s) of Defendant(s)		

The plaintiff(s) therefore request(s) that the incorrect data contained in the Court's case management system be changed to conform to the information on the summons.

Signed	Print Name of Person Signing	Juris Number	Date Signed
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I certify that a copy of the Request was mailed or delivered to the defendant(s) on: _____

Signed	Print Name of Person Signing	Telephone Number
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Address _____

Name and address of each Defendant this Request was mailed or delivered to:*

Name	Address

*If necessary, attach additional sheet with name of each Defendant served and the address where service was made.

- Acted on as requested
- No action taken (*reasons*): _____

Notice sent to parties on (*date*): _____

By: _____ Date _____
(Clerk/Assistant Clerk)