

Appendix D: Data Elements for Initial Filings in Civil Cases

The matrix on the following pages lists typical data elements needed for initial filings in civil cases, together with the cover sheets or filing forms on which those elements are provided to the courts by filers in different states.

Civil Action Data Elements	State of North Carolina	Circuit Court (Baltimore/ Prince George's)	Superior Court of DeKalb County (GA)	Alabama Unified Judicial System
Initial Filing	Civil Action Cover Sheet	Case Information Report	Civil Case Initiation Form	Cover Sheet (Civil Case)
Arbitration Requested?	Stipulate to arbitration?	ADR requested?		Mediation Requested?
Arbitration Tried?		ADR been tried?		
Attorney Address City	Name And Address of Attorney, or Party if Not Respresented		Attorney for Plaintiff (Defendant) (Name, add. & phone)	
Attorney Address Line 1	Name And Address of Attorney, or Party if Not Respresented		Attorney for Plaintiff (Defendant) (Name, add. & phone)	
Attorney Address Line 2	Name And Address of Attorney, or Party if Not Respresented		Attorney for Plaintiff (Defendant) (Name, add. & phone)	
Attorney Address Line 3	Name And Address of Attorney, or Party if Not Respresented		Attorney for Plaintiff (Defendant) (Name, add. & phone)	
Attorney Address State	Name And Address of Attorney, or Party if Not Respresented		Attorney for Plaintiff (Defendant) (Name, add. & phone)	
Attorney Address Zip Code	Name And Address of Attorney, or Party if Not Respresented		Attorney for Plaintiff (Defendant) (Name, add. & phone)	
Attorney Bar Number	Attorney Bar Number		Georgia Bar Number	
Attorney Bar Number Suffix				
Attorney Code				Attorney Code (6-digit field)
Attorney Law Firm	Name of Firm			
Attorney Name	Name And Address of Attorney, or Party if Not Respresented			
Attorney Phone Number				
Case Number	File Number	Case Number	Case Number	Case Number
Case Origin	Origin (Initial Filing or Subsequent Filing)		Origin (Original, Removed, Reinstated, Transferred)	Origin (Initial, Remanded, Appeal, Transferred, Other)
Case Style		Case Name: Plaintiff field V. Defendant field		
Claim	Claim for Relief For	Nature of Action	Case Type/Category	Nature of Suit
Class Action Suit?				
Companion Case Number(s)		Case #	Case Number	
Companion Case?			Companion Case or Same issue of fact or grows out of the same transaction	
Complex Litigation?	Complex Litigation			
Consolidated (Y or N)				
Court Jurisdiction	In the General Court of Justice: District or Superior Court Division	Circuit Court for: [City or County]		In the Circuit Court of [field] County
Damages		Damages/Relief		Relief Requested? [Monetary Award or No Monetary Award]
Declaration of Non Military Status				
Defendant (Name of)	Name of Defendant (1, 2 and 3)		Defendant	Defendant
Defendant(s) Against Whom Crossclaim Asserted	Defendant(s) Against Whom Crossclaim Asserted			
Facsimile Number	Fax Number (Attorney or pro se litigant)			
Fictitious Business Name Declaration				
File Date	Date	Date		Date of Filing
Form Filed By Plaintiff or Defendant		Form Filed By (P or D)		
Judge (Name of)				
Jury Trial Demanded?	Jury Demanded in Pleading	Jury Demand [Y or N]		Jury Trial Demanded? [Y / N]
Party Address Line 1				
Party Address Line 2				
Party Address Line 3				
Party City				
Party Code				Plaintiff and Defendant Type
Party Name				
Party State				
Party Telephone Number				
Party ZIP Code	Zip Code			
Plaintiff (Name of)	Name of Plaintiff (1,2 and 3)		Plaintiff	Plaintiff
Plaintiff (s) Against Whom Counterclaim Asserted	Plaintiff (s) Against Whom Counterclaim Asserted			
Pleading Type	Type of Pleading (Complaint, Reply, Answer, etc.)			
Pro Se Code (Y or N)				
Registered Owner of the Vehicle?				

Civil Action Data Elements	Washington State	State of Wisconsin	State of Florida
Initial Filing	Case Information Cover Sheet	Pretrial/Scheduling Data Sheet	Civil Cover Sheet
Arbitration Requested?		Preferred dispute resolution procedures the court should order	
Arbitration Tried?			
Attorney Address City			
Attorney Address Line 1			
Attorney Address Line 2			
Attorney Address Line 3			
Attorney Address State			
Attorney Address Zip Code			
Attorney Bar Number	Bar Membership Number		
Attorney Bar Number Suffix			
Attorney Code			
Attorney Law Firm			
Attorney Name	Attorney Name		
Attorney Phone Number			
Case Number	Case Number	Case Number	Case Number
Case Origin			
Case Style	Case Title		Case Style
Claim	Cause of Action/Category	Nature of Lawsuit	Type of Case
Class Action Suit?			
Companion Case Number(s)			
Companion Case?			
Complex Litigation?			
Consolidated (Y or N)			
Court Jurisdiction	Ifield County Superior Court		Name of Court
Damages			
Declaration of Non Military Status			
Defendant (Name of)		Defendant	Defendant
Defendant(s) Against Whom Crossclaim Asserted			
Facsimile Number			
Fictitious Business Name Declaration			
File Date			Date
Form Filed By Plaintiff or Defendant			
Judge (Name of)			Judge
Jury Trial Demanded?			Jury Trial Demanded in Complaint? (Y or N)
Party Address Line 1			
Party Address Line 2			
Party Address Line 3			
Party City			
Party Code			
Party Name			
Party State			
Party Telephone Number			
Party ZIP Code			
Plaintiff (Name of)		Plaintiff	Plaintiff
Plaintiff (s) Against Whom Counterclaim Asserted			
Pleading Type			
Pro Se Code (Y or N)			
Registered Owner of the Vehicle?			

Civil Action Data Elements	Judicial Council of CA	Municipal Court of CA, Riverside	State of Louisiana
Initial Filing	Civil Case Cover Sheet	Civil Form	Civil Case Form
Arbitration Requested?			
Arbitration Tried?			
Attorney Address City	Attorney or Party Without Attorney (Name and Address)		
Attorney Address Line 1	Attorney or Party Without Attorney (Name and Address)		
Attorney Address Line 2	Attorney or Party Without Attorney (Name and Address)		
Attorney Address Line 3	Attorney or Party Without Attorney (Name and Address)		
Attorney Address State	Attorney or Party Without Attorney (Name and Address)		
Attorney Address Zip Code	Attorney or Party Without Attorney (Name and Address)		
Attorney Bar Number			
Attorney Bar Number Suffix			
Attorney Code			
Attorney Law Firm			
Attorney Name	Attorney or Party Without Attorney (Name and Address)		
Attorney Phone Number	Telephone Number		
Case Number	Case Number	Case Number	
Case Origin			Type of Filing (New or Refiling)
Case Style	Case Name	Title	
Claim	Case Category		Case Type
Class Action Suit?	Is this a class action suit? [Y or N]		
Companion Case Number(s)			
Companion Case?			
Complex Litigation?			
Consolidated (Y or N)			
Court Jurisdiction	Name of Court, Judicial District, and Branch Court		Judicial District Number, Parish Number, Court Division
Damages	Type of remedies sought: (Monetary, Nonmonetary, Punitive)	Amount owed	
Declaration of Non Military Status		No defendant named is in the military service [none or name of defendant]	
Defendant (Name of)	Attorney For (Name)	Defendant	
Defendant(s) Against Whom Crossclaim Asserted			
Facsimile Number	Fax [Number]		
Fictitious Business Name Declaration		Doing business as: Individual, partnership, corporation, association, other	
File Date	Date		File Date
Form Filed By Plaintiff or Defendant Judge (Name of)			
Jury Trial Demanded?			
Party Address Line 1		Address (street)	
Party Address Line 2			
Party Address Line 3			
Party City		City	
Party Code			
Party Name			
Party State			
Party Telephone Number		Telephone Number (Home and Work)	
Party ZIP Code		Zip	
Plaintiff (Name of)	Attorney For (Name)	Plaintiff	
Plaintiff (s) Against Whom Counterclaim Asserted			
Pleading Type			
Pro Se Code (Y or N)			
Registered Owner of the Vehicle?		Registered Owner of the Vehicle? [Y or N]	