

Checklist for Filing an Answer

- You must complete a form before you file it. These instructions will help you complete the forms.
 - The judicial services representative cannot complete a form for you.
 - Attach a copy of any document referred to in the form.
 - Keep a copy of all documents for your records.
 - Attend all court hearings.
 - Some forms may not apply in your case.
 - Check with your court about local requirements.
-
- The Complaint/Petition tells you what the plaintiff/petitioner wants the court to do. Read the Complaint/Petition carefully, and then provide the following information in your answer. Some parts of the answer may not apply to your circumstances, but only a lawyer can advise you.

(1) To complete your answer

- Print your name and contact information in the upper left hand corner of the Answer form. Check whether you are the defendant/respondent or the attorney for the defendant/respondent.
- Complete the heading exactly as it appears in the Complaint/Petition.
- If you agree with a statement in the Complaint/Petition, print its paragraph number in Paragraph (1) in the Answer. If the statements in the Complaint/Petition do not have paragraph numbers, describe the statement. For example, "Plaintiff claims that"
- If you disagree with a statement in the Complaint/Petition, print its paragraph number in Paragraph (2) in the Answer. If the statements in the Complaint/Petition do not have paragraph numbers, describe the statement. For example, "Plaintiff claims that"
- If you do not have enough information to agree or disagree with a statement in the Complaint/Petition, print its paragraph number in Paragraph (3) in the Answer. If the statements in the Complaint/Petition do not have paragraph numbers, describe the statement. For example, "Plaintiff's claim that"
- Respond to paragraphs in the Complaint/Petition that are not completely true or false in Paragraphs (4), (5), and (6). For each paragraph from the Complaint/Petition that falls into this category, explain what part of the claim is true and what part is not.
- Omit any private and protected information. When filed, this document becomes a public record. Code of Judicial Administration [Rule 4-202.09\(9\)](#) requires that

you omit from a public record any information that is not itself public information. For a list of records and data that are classified as public, private, and protected, see [Rule 4-202.02](#). You may file non-public information with the court on a non-public information form. For more information, forms and instructions see our webpage on [Non-public Records](#).

(2) To add an affirmative defense

- An affirmative defense is a reason that the plaintiff/petitioner should lose even if all of the claims are true. For example, the plaintiff made a procedural mistake, like not serving you properly or the case was filed after the statute of limitations. You might not have any affirmative defenses.
- If you have any affirmative defenses, state them in Paragraphs (7), (8) and (9). Each defense should be a separately numbered paragraph.
- See [URCP 8\(b\)](#) about affirmative defenses.

(3) To add a request

- If you want the court to do something. You must tell the court what you want it to do.
- For example, you could ask the court to dismiss the Complaint/Petition.
- Explain fully what you are asking for.

(4) Date, sign and file your Answer.

- Complete the Certificate of Service.
- Serve the form on the other party.
- File the form with the judicial services representative.

(5) To add a counterclaim

- A counterclaim is a claim that you have against the plaintiff/petitioner. You might not have any counterclaims. See [URCP 13](#) about counterclaims.
- If you have a counterclaim, follow the instructions that accompany that form.
- There is no fee for filing an Answer, but there is a fee for a counterclaim. For more information, see our webpage on [Fees](#).