

The attached Case Information and Litigant Data Form, previously adopted for use in all Civil, small claims, forcible entry and detainer actions, Family actions, and Probate matters, has now been amended. The form has been amended to ensure consistency with the differentiated case management tracks adopted by the Court. (See Time Standards order entered April 23, 2013), specifically for Civil, Family and Probate Matters.

Please be reminded that the form must be submitted upon the filing of each new civil, family or probate case, and requires contact information of both the attorneys for each party, and all litigants to the case.

It is the responsibility of the respective attorney to update the information on file with the Court (for both the attorney and his client), as it changes. Failure to update the information as the litigation progresses could be considered in motions for good cause or excusable neglect, or in motions to reopen an action after default, based on lack of service or notice of proceedings. Moreover, the plaintiff's failure to complete the form may result in dismissal of the action for failure to prosecute.

Additional copies of the Case Information and Litigation Data Form , as amended, may be obtained from the Clerk's Office or on the Court's website, at <https://superior.vicourts.org/forms> ("Forms" link).

**SUPERIOR COURT OF THE VIRGIN ISLANDS
CASE INFORMATION AND LITIGANT DATA SHEET**

** The attached form requires the attorney for each litigant in a case (All Civil, Civil Miscellaneous, Family and Probate cases) to provide specific contact information for both the attorney and the litigant. This form must be submitted by the plaintiff(s) at the time of filing of the action; the defendant(s) must submit the required information at the time of filing of the Answer or initial pleading. The Clerk's Office shall ensure receipt of a completed form from every litigant in an action, within the time periods set forth above. Division supervisors shall create a tickler in each instance and contact deficient attorneys/litigants to cure deficiencies after expiration of the times provided. All uncured deficiencies remaining after the initial contact shall be referred to the Clerk of the Court for further action at the expiration of the time provided for further action (i.e. issuance of a deficiency notice or referral to a judge for dismissal for failure to prosecute). **PLEASE TYPE OR PRINT LEGIBLY.**

Note: This form replaces the previously used "Civil Case Cover Sheet" and "Civil Litigant Personal Data Form."

CASE INFORMATION AND LITIGANT DATA FORM

CASE NO. _____

DATE OF FILING: _____

PARTY INFORMATION

PLAINTIFF 1: (FULL NAME)

PLAINTIFF 2: (FULL NAME)

ALIAS: _____

PLACE OF BIRTH: _____

PLACE OF BIRTH: _____

DOB: ____/____/____
MONTH/DAY/YEAR

DOB: ____/____/____
MONTH/DAY/YEAR

MAILING ADDRESS: (Include zip code)

PHYSICAL ADDRESS:

PLACE OF EMPLOYMENT:

EMAIL ADDRESS:

HOME TELEPHONE: (____) _____

HOME TELEPHONE: (____) _____

CELL NUMBER: (____) _____

CELL NUMBER: (____) _____

WORK NO.: (____) _____

WORK NO.: (____) _____

FAX NO.: (____) _____

FAX NO.: (____) _____

ATTORNEY INFORMATION

CHECK HERE IF APPEARING PRO SE (ON YOUR OWN BEHALF, WITHOUT AN ATTORNEY)

ATTORNEY 1: (FULL NAME)

ATTORNEY 2: (FULL NAME)

MAILING ADDRESS: (Include zip code)

PHYSICAL OFFICE ADDRESS:
 Check if Same as Mailing Address

 Check if Same as Mailing Address

EMAIL ADDRESS:

HOME TELEPHONE: (____) _____

HOME TELEPHONE: (____) _____

CELL NUMBER: (____) _____

CELL NUMBER: (____) _____

WORK NO.: (____) _____

WORK NO.: (____) _____

FAX NO.: (____) _____

FAX NO.: (____) _____

CASE INFORMATION AND LITIGANT DATA FORM

Check here if there are more than two (2) plaintiffs and/or plaintiffs' attorneys involved in this case, and attach a separate sheet that includes the required information for all such additional persons.

CASE INFORMATION

Place an X next to the case type that best describes this case:

CIVIL ACTIONS:

TRACK 1: Debt/Foreclosure Eminent Domain Condemnation Debt Collection
(Basic): Enforcement of Settlement/Arbitration Award Enforcement and Execution Actions

TRACK 2: Contract (Goods, Employment Contracts, Buyer-Plaintiff disputes over goods; Other)
(Standard) Intentional Torts (Non-personal injury; Personal Injury; assault battery; intentional infliction of emotional distress, etc.) Real Property Disputes (Partition/Quiet Title/Ownership-Use disputes/Boundary disputes/Values Disputes) Tax-related matters Non-domestic relations Injunctive Relief Actions (Permanent and Preliminary Injunction)* Automobile negligence (to include personal injury, property loss and wrongful death resulting therefrom)
 Malpractice (medical, legal, other professional) Premises Liability
 Slander/Libel/Defamation Negligence Negligent infliction of emotional distress Fraud/Bad Faith Civil-Other (civil actions not specifically listed in a separate case type, for example: Civil Contempt actions; Action for Declaratory Judgment; Actions for Accounting; Appointment of Receiver; Enforcement of Equitable Liens; Equitable Relief; Interpleader; Wrongful Attachment and Stay of Execution, Conciliation; Conciliation; Dissolution of Instrument; Dissolution of Partnership; Forfeiture)

(*NOTE: Temporary Restraining Orders/Injunctive Relief are filed as emergency actions and considered on Track 6. Permanent and Preliminary injunctions are considered on this track)

TRACK 3: Class Action Product Liability Toxic Tort Wrongful/Employment Disputes
(Complex) Product Liability-Tobacco

TRACK 4: Writ of Review/Admin. Appeal Petition for Review of Magistrate Decision
(Review/
Administrative
Appeals)

TRACK 5: Habeas Corpus/Prisoner petitions Expungement Extradition Foreign Judgment
(Specialized
Actions/PITA) Judicial Review/Mandamus Civil Miscellaneous-Other (civil miscellaneous actions not specifically listed in a separate case type, to include: Petitions for mediator qualification/certification petitions; process server qualification; Letter Rogatory/pre-case discovery petitions etc.)

TRACK 6: Small Claims Landlord/Tenant/FED
(EMERGENCY
/EXPEDITED
PETITIONS) Petition for Temporary Restraining Order Other Emergency Petitions

FAMILY ACTIONS:

TRACK 1: Uncontested Divorce, Dissolution of Vesper Marriage Legal Separation
SUMMARY Visitation; Paternity; Adoption; Conservatorship/Trusteeship; Name Change,
PROCEEDINGS PINS petitions, Guardianship (Juvenile)

TRACK 2: Custody (UCCA, Foreign Judgment, and Private Custody); Child support (All child support)
STANDARD Abuse; Neglect; Dependency/Child Victim; Contested Divorce

TRACK 3: Juvenile Delinquency; Custody (Public); Termination of Parental Rights
COMPLEX

TRACK 4: Petition for Restraining Order (DV); Involuntary Commitment; Guardianship (Adult);
EMERGENCY Marriage Application; Emergency Relief of any kind (i.e. emergency temporary custody,
PETITIONS etc.)

PROBATE ACTIONS:

TRACK 1: Summary Administration; Settlement Without Administration; Wills for Safekeeping;
SUMMARY Ancillary Probate Matters; Registration of Foreign Wills
OR EXPEDITED
PROCEEDINGS

TRACK 2: Settlement WITH Administration, Probate for Wrongful Death Actions; Probate by
STANDARD Creditor; All other Probate matters not specified in Track 1.

LIST/SPECIFY ALL CAUSES OF ACTION PLED: _____

SIGNATURE(S) -- (Each Plaintiff's Attorney or Pro Se Litigant is Required to Sign and Date the document below):

PRINT

PRINT

SIGNATURE

SIGNATURE

DATED

DATED