

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

JD-CL-96 New 1-09

COURT USE ONLY

RTC



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 (First-named Plaintiff vs. First-named Defendant) _____ Docket number _____

Judicial district _____ Address of court _____

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:

(Check all that apply)	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 _____

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 _____

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)