

Debt Lawsuit Case Organizer

You're actively managing a debt lawsuit and need to track everything in one place.

Case Information

Court

Plaintiff

Case Number

Date Served

Response Deadline (verify with the court — do not assume a standard number of days)

Plaintiff's Attorney

Attorney Name

Firm

Phone / Address

Debt Details

Alleged Debt Amount

Original Creditor

Documents Received

Hearing Dates

Hearing Date(s)

Questions for Legal Aid or an Attorney

Question 1

Question 2

Question 3

This is a general-purpose template for your own use. It is not a substitute for legal, financial, or tax advice.

How to Use This Debt Lawsuit Case Organizer

When to Use It

You're actively managing a debt lawsuit and need to track everything in one place. Review each field carefully and adapt it to your specific situation before sending or using it.

Step-by-Step Instructions

1. Fill in the court, plaintiff, and case number exactly as shown on your summons.
2. Note the date you were served and verify your actual response deadline with the court — do not rely on a generic number of days.
3. Record the plaintiff's attorney information from the court documents.
4. List all documents you've received and any upcoming hearing dates.
5. Write down questions to ask legal aid or an attorney before your deadline.

What to Do With It Once Complete

Bring this organizer with you to any legal aid appointment or attorney consultation, and keep it updated as the case progresses.

Important: Never assume a specific number of days is your response deadline — always verify the actual deadline stated on your summons and confirm it against your state and local court rules.