

**APPEARANCE BY A SELF-REPRESENTED LITIGANT IN A CIVIL CASE**  
**(Not For Use in a Protective Order (PO) Case)**

STATE OF INDIANA  
DELAWARE COUNTY

SS:

IN THE DELAWARE CIRCUIT  
COURT NO. \_\_\_\_\_

\_\_\_\_\_,  
**Petitioner/Plaintiff,**

CAUSE NO. 18C0\_\_\_\_\_

v.

\_\_\_\_\_,  
**Respondent/Defendant.**

1. My Name: \_\_\_\_\_

2. My Address: \_\_\_\_\_

3. My telephone number: \_\_\_\_\_

4. My fax number: \_\_\_\_\_

5. My e-mail address: \_\_\_\_\_

6. I will accept service from other parties by:

FAX at the above noted number: Yes \_\_\_\_\_ No \_\_\_\_\_

Email at the above noted address: Yes \_\_\_\_\_ No \_\_\_\_\_

7. This case involves child support issues: Yes \_\_\_\_\_ No \_\_\_\_\_

*(If yes, supply Social Security Numbers for all family members on a separately  
Attached document filed as confidential information on **light green paper**.  
Use Form TCM-TR3.1-4.)*

8. There are related cases: Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, list in the space following #8.)

**9. You MUST serve this Form and any other pleadings or documents you are filing or will file in this case on all other attorneys (or the other parties, if they are not represented by an attorney.)** This form has been served on all other parties and Certificate of Service is attached:

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Your Printed Name

**CERTIFICATE OF SERVICE**

I certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served copy of the foregoing Appearance on \_\_\_\_\_ [here insert Name of Person Served] at the following address: \_\_\_\_\_, by the following method of service: \_\_\_\_\_ [please specify as U.S. Mail, personal service, fax, email, etc.]

\_\_\_\_\_  
Your Signature

STATE OF INDIANA )  
 ) SS:  
COUNTY OF DELAWARE )

IN THE DELAWARE COUNTY COURT SYSTEM  
TERM \_\_\_\_\_  
CAUSE NO: 18CO \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPLAINT-POSSESSION FOR  
NONPAYMENT OF RENT**

Phone Number & email      Plaintiff

VS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant

Plaintiff complains of defendant and for cause of action, says:

1. That on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, plaintiff leased to defendant the following described real estate located in \_\_\_\_\_ County, Indiana, to wit:  
\_\_\_\_\_ for which defendant agreed to pay plaintiff as rental the sum of \_\_\_\_\_ dollars per \_\_\_\_\_ on the \_\_\_\_\_ day of each \_\_\_\_\_ beginning on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.
2. That pursuant to said agreement defendant took possession of said premises and has since and still does occupy the same.
3. That defendant paid the installments of rent as they became due, with the last payment having been made on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. Since that time all installments have remained wholly unpaid.
4. That on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, plaintiff notified defendant in writing to surrender the possession of said premises at the expiration of ten days from the time of receiving said notice, unless the rent then due should be paid within said time.
5. That defendant has not paid said rent, or any part of it, nor delivered up the possession of said real estate to plaintiff, but has since the expiration of said notice unlawfully held over and detained possession of said premises from plaintiff.

WHEREFORE, plaintiff demands judgment for \_\_\_\_\_ dollars, for the possession of said real estate, and for all other proper relief.

Signed by: \_\_\_\_\_  
Plaintiff

STATE OF INDIANA )  
 )SS:  
COUNTY OF DELAWARE )

THE DELAWARE COUNTY CIRCUIT COURT NO. \_\_\_\_\_  
TERM:  
CAUSE NO: \_\_\_\_\_

**AFFIDAVIT FOR IMMEDIATE  
POSSESSION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Plaintiff**

**VS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Defendant**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Defendant**

Comes now \_\_\_\_\_ and files with the Clerk of the Delaware Circuit Court # \_\_\_\_\_, this affidavit and swears that he/she is the sole owner of the property situated at \_\_\_\_\_, now occupied by the defendant, \_\_\_\_\_, who is wholly occupying said property without right after having received due notice to vacate said premises. That said premises has a reasonable rental value of \_\_\_\_\_, per \_\_\_\_\_ and an estimated value of \_\_\_\_\_, and that the defendant is delinquent in his/her rent in the amount of \_\_\_\_\_, having wholly failed and refused to pay rent for the months or weeks of \_\_\_\_\_.

The undersigned swears that he/she is entitled to possession of the property herein above described and that the defendant has unlawfully retained possession thereof.

The undersigned swears that unless the defendant is restrained and unless the court holds an immediate hearing that the defendant will do irreparable damage to the property in the form of waste and that it is necessary that an immediate hearing be had in order to protect said premises from irreparable damage.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Plaintiff**

**AFFIDAVIT OF DEBT**

Comes now affiant, and states:

I \_\_\_\_\_ am  Plaintiff  
(Name of Affiant) OR

a designated full-time employee of \_\_\_\_\_ (Plaintiff).  
(Name of Plaintiff)

I am of adult age and am fully authorized by Plaintiff to make the following representations. I am familiar with the record keeping practices of Plaintiff. The following representations are true according to documents kept in the normal course of Plaintiff's business and/or my personal knowledge:

Plaintiff:

is the original owner of this debt.

OR

has obtained this debt from \_\_\_\_\_ and the original owner of this debt was \_\_\_\_\_.

\_\_\_\_\_, Defendant, has an unpaid balance of \$ \_\_\_\_\_ on account \_\_\_\_\_.  
(Name of Defendant) (last 4 digits of number or id only)

That amount is due and owing to Plaintiff. This account was opened on \_\_\_\_\_. The last payment from Defendant was received on \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

The type of account is:

Credit card account (i.e. Visa, Mastercard, Department Store, etc.)

List the name of the Company/Store issuing credit card: \_\_\_\_\_

Account for utilities (i.e. telephone, electric, sewer, etc.)

Medical bill account (i.e. doctor, dentist, hospital, etc.)

Account for services (i.e. attorney fees, mechanic fees, etc.)

Judgment issued by a court (a copy of the judgment is required to be attached)

Other: (Please explain) \_\_\_\_\_

This account balance includes:

Late fees in the amount of \$ \_\_\_\_\_ as of \_\_\_\_\_  
(Month, Day, Year)

Other (Explain \_\_\_\_\_)

Interest at a rate of \_\_\_\_\_ % beginning on \_\_\_\_\_  
(Month, Day, Year)

Plaintiff:

is seeking attorney's fees and additional evidence will be presented to the court prior to entry of judgment on attorney's fees.

OR

is not seeking attorney's fees.

Plaintiff believes that defendant is not a minor or an incompetent individual.

If the defendant is an individual, plaintiff states and declares that:

Defendant is not on active military service. Plaintiff's statement that Defendant is not on active military service is based upon the following facts:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

OR

Plaintiff is unable to determine whether or not Defendant is not on active military service military service.

("Active military service" includes fulltime duty in the military (including the National Guard and reserves) and, for members of the National Guard, service under a call to active service authorized by the President or Secretary of Defense. For further information, see the definition of "military service" in the Servicemembers Civil Relief Act, as amended, 50 U.S.C.A. Appx. § 521.)

I swear or affirm under the penalties of perjury that the foregoing representations are true.

Dated: \_\_\_\_\_ Signature of Affiant: \_\_\_\_\_

STATE OF INDIANA )  
 )  
COUNTY OF DELAWARE ) SS:

IN THE DELAWARE COUNTY COURT SYSTEM  
TERM:

Cause No: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff

VS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant

The Court having received and examined the evidence on plaintiff's affidavit for possession in the above captioned matter now directs the defendant, \_\_\_\_\_ to appear for the purpose of controverting plaintiff's affidavit or to otherwise show cause why he / she should not be taken from the property and plaintiff put in possession.

The Court now sets for the date, time, and place for the hearing as follows: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Delaware County Justice Center, 100 West Washington Street, Muncie, Indiana. Time: \_\_\_\_\_ a.m. / p.m.

The Court hereby directs the defendant that he / she may file affidavits on his / her behalf with the Court: he / she may appear and present testimony on his / her behalf at the time of such hearing:

The defendant may file with the Court a written undertaking to stay the delivery of the property.

The Court hereby notifies defendant that if he / she fails to appear, the plaintiff may be granted a judgment of possession.

All of which is ordered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE, DELAWARE CIRCUIT COURT # \_\_\_\_\_