The check off list for filing civil complaint:

1) Pay the $50 filing fee
2) Make sure you have legal and correct name and addresses for all persons!
3) Make your statement clear and detailed!
4) Waive filing fees are approved or denied by the JUDGE!
5) The court clerk will issue a summons to appear to all the parties after you submit your list
6) The filing party must serve the copies to the other parties including the summons, make sure you put name and address including the case number person you served on the proof of service and the signature of the person who served it, then give the proof of service to the COURT CLERK!
7) If your unable to show up to court let the court clerk know at least 48 hrs in advance
8)