**How Courts Work
Steps in a Trial**

**Pre-trial Procedures in Civil Cases**

Answer the following questions after completing the readings:

1.   Define **plaintiff:**
2.   Define **defendant**:
3.   Define **petitioner**:
4.   Define **respondent:**
5.   What three things are usually found in a "complaint?"
6.   What does a "summons" do?
7.   What are some different ways a summons can get "served?"
8.   What is supposed to happen once a defendant receives a summons?