**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?