

SMALL CLAIMS PACKET AND FEES Eff. 01-2014

The forms you need to file a Small Claims case are included in this packet. Please read the instructions carefully prior to preparing them. The packet includes:

- Instructions for Plaintiffs 0 [also available - Instructions for Inmates]
- Instructions for Responding to a Small Claim
- Small Claim and Notice of Small Claim
- Defendant's Response

Other information/forms which may be needed at later stages of the case are not included in the packet but are available from the court or website as needed:

- Proof of Service by Certified Mail / Affidavit of Mailing by First Class Mail
- Request for Default Judgment; Defendant Status Affidavit
- Declaration of Noncompliance and Request for Judgment
- Motion for Default Judgment and Defendant Status Declaration
- Small Claims Judgment; Money Award
- Motion and Order to Set Aside Default or Dismissal
- Motion to Dismiss
- Request to Transcribe Judgment
- Procedure to Satisfy Judgment / Satisfaction of Judgment

FEES: this is not an inclusive list

When Plaintiff's claim is \$2,500 or less:	
Plaintiff filing claim	\$ 53.00
Defendant denies claim and demands hearing	53.00
or	
Defendant denies claim and demands jury trial \$53.00 + \$105 transfer fee	158.00
If defendant demands a jury trial, then plaintiff files a formal complaint and pays a transfer fee	105.00

When Plaintiff's claim is more than \$2,500 up to \$10,000	
Plaintiff filing claim	\$ 95.00
Defendant denies claim and demands hearing	95.00
or	
Defendant denies claim and demands jury trial \$95 + \$63 transfer fee	158.00
If defendant demands a jury trial, then plaintiff files a formal complaint and pays a transfer fee	63.00

Additionally, when defendant demands a jury trial, defendant pays a \$150 trial fee due prior to first day of trial.	150.00
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