

## **GENERAL RULES FOR FILLING A SMALL CLAIM**

1. The amount claimed cannot exceed \$3,000.00 and you may not separate your claim into multiple suits.
2. There is a \$39.50 filing fee for the filing of a Small Claims Complaint that names one defendant, and a \$5.00 charge for each additional defendant.
3. You must know the address of the party you file suit against. The court will serve the defendant by certified mail at this address unless another form of service is requested. It is the responsibility of the plaintiff to monitor the status of service of the complaint.
4. If you are a minor, under 18, you must have your parent or guardian file the suit for you.
5. You may not sue a minor. You may sue a minor through his parent or legal guardian.
6. The party filing the suit must prove their case by a preponderance of the admissible, credible evidence.
7. **THE MEMBERS OF THE CLERK'S OFFICE ARE NOT ATTORNEYS AND BY LAW CAN NOT GIVE ANY LEGAL ADVICE.** If you require legal advice, you must get the advice from an attorney.
8. When a judgment is obtained and the defendant refuses to pay, the Clerk's office will supply the plaintiff with the necessary forms to attempt collection of the judgment. However, it is the responsibility of the plaintiff, and not the court, to collect the judgment.