

SMALL CLAIMS FORMS



When forms are completed & properly put together - file the original plus two copies at windows 5, 6, & 7 - open 8:30 a.m. – 4:30 p.m. Monday thru Friday

TO FILE A SMALL CLAIMS:

- FW-001, Request to Waive Court Fees
- FW-003, Order on Court Fee Waiver
- SC-150, Information for the Plaintiff
- SC-100, Plaintiff's Claim and Order to Defendant
- SC-100A, Other Plaintiffs or Defendants
- POS-010, Proof of Service of Summons
- Local form SC03001, Small Claims Information Sheet – Service of Process
- SC-104, Proof of Service (Small Claims)
- SC-104A, Attachment to Form SC-104; Proof of Mailing after Substituted Service

DEFENDANT'S CLAIM – SMALL CLAIMS:

- FW-001, Request to Waive Court Fees
- FW-003, Order on Court Fee Waiver
- SC-150, Information for the Plaintiff
- SC-120, Defendant's Claim & Order to Plaintiff
- Local form SC03001, Small Claims Information Sheet – Service of Process
- SC-104, Proof of Service (Small Claims)