

INSTRUCTIONS FOR COMPLETING SMALL CLAIMS APPLICATION

You must clearly print or type the information on these documents. The Court cannot accept documents that are not legible and/or easy to read.

1. Leave the “Case No.” and “Mediation Date” blank (the Court will complete upon filing).
2. **You are the Plaintiff (the person/business making a claim for money owed).** You must completely and accurately fill out all contact information requested for the plaintiff(s) in the Application. This will assist the Court, and any other parties, in keeping in contact with you throughout the life of your case.
3. **The person you are suing is the Defendant (the person/business that plaintiff believes owes money).** You must completely and accurately fill out all contact information requested for the defendant(s) in the Application. Accurate defendant information is crucial to your case.
 - If the defendant is a business, **please carefully review the “Special Instructions for Filing Against a Business” before completing your Application.**
 - **“Resident Agent.”** Please note that certain businesses require the Application and Declaration of Complaint to be served upon a Resident Agent. **You will need to provide** the defendant’s correct name and address and the Resident Agent’s name and address, if applicable.
4. **Have you and defendant ever sued each other before?** Check **yes** if there has ever been a lawsuit between you and defendant before and provide the city or county and approximate date of that case. Check **no** if this is the first time either party has sued the other.
5. The **“Amount of Suit”** should be the exact amount you believe you are owed by the Defendant **unless your claim exceeds \$10,000**, which is the maximum amount that can be claimed in a small claims case. Do not include any filing fees or costs as these amounts will be addressed after service is completed.
6. The **summary** should be a **short description** of why you are making your claim. If there are several items that make up the exact amount you believe defendant(s) owe(s) you, list each item separately.
Examples:
 - Amount defendant owes = \$925.00 / Summary: “\$400 for nonpayment of rent, \$25 for late fees and \$500 for damages to unit.”
 - Amount defendant owes = \$2,200.00 / Summary: “\$1,000.00 to refund the money I paid defendant to install an engine that was installed improperly. \$1,200.00 for the money I paid to repair engine after improper install.”
 - Amount defendant owes = \$2,000.00 / Summary: “\$1,500.00 for vehicle repairs caused by defendant in automobile collision. \$500.00 for rental car for 5 days while my vehicle was in the shop.”
7. Lastly, provide **all the details** of why you are making your claim. For example, if the amount you are owed is because a tenant vacated a rental unit, provide the details of the tenancy, move out, what timeframe the rent owed is for, what the late fees are for, a breakdown of damages and cost for repairs, etc.