

INSTRUCTIONS FOR FILLING OUT SMALL CLAIMS DECLARATION OF COMPLAINT

If you file your Small Claims case in person at Sparks Justice Court, you need only prepare your Application. A clerk will prepare the Declaration of Complaint and Order for you.

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. “**Plaintiff(s)**” name(s) and contact information on upper left portion of form must be an exact match with the information provided in your Application.
3. “**Defendant(s)**” name(s) and contact information on upper left portion of form must be an exact match with the information provided in your Application.
4. “**Resident Agent.**” If you have determined that the defendant you are suing has a Resident Agent that must be served with your Application and Declaration of Complaint, **the Resident Agent name and address must be completed.**
5. The “**reason**” will be the **same short description** of why you are making your claim that you wrote in the **summary** portion of your Application.
6. Mark the appropriate checkbox for the reason “this action shall be heard in the Sparks Township.” If more than one reason applies, you need only check one.
7. Lastly, date (date you are filing the form) and sign the bottom of the Declaration as the Plaintiff/Declarant.

The Court will complete the form with your mandatory Mediation date at the time of filing.