

APPLICATION TO FILE CLAIM IN SMALL CLAIMS COURT & EVICTION PROCEEDINGS

Small Claim Filing Fees*:

\$10.00- For small claims amounting	\$ 0-\$1,000
\$15.00- For small claims amounting	\$ 1,001.00- \$3,000.00
\$20.00- For eviction proceedings	

All counter-claim fees*:

\$3.00 + \$.50 (1st class mailing)	up to \$3,000.00
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* All fees MUST be included with application (certified check, money order, cash acceptable)

RESPONDENT: _____ PHONE: _____
(Person you are filing against)

RESPONDENT ADDRESS: _____

PLAINTIFF: _____ PHONE: _____

PLAINTIFF ADDRESS: _____

PLAINTIFF DBA: _____
(Doing Business As)

AMOUNT OF CLAIM: _____
(Do not include filing fee)

NATURE OF CLAIM: To recover \$_____ For: _____

TO BE COMPLETED BY THE COURT UPON RECEIPT OF APPLICATION:

A court hearing in this matter has been scheduled for the first Thursday of each month,
At 10:00a.m.

Plaintiff Signature

Signature for the Court

FOR COURT USE: Filing Date: _____

Docket No. _____

PLEASE BRING THIS NOTICE AND ANY WITNESSES ON YOUR HEARING DATE.