

Instructions for Filing Small Claims

1. Fill out complaint form in full – PRINT or TYPE – complaint must be notarized or signed before a Deputy Clerk in our Court. Our office is in the Civil Division located on the second floor of the old court house building. The limit in Small Claims court is up to \$3,000.00.
2. We need enough copies of the complaint and copies of any exhibits when the complaint is filed. One set for the Court and one set to go to each party you are suing. If we have to make copies, there is a .05 cent charge per page.
3. It will take approximately four (4) to six (6) weeks for a hearing. All hearings are scheduled on Wednesdays at 1:30 p.m. in the large courtroom on the 3rd floor of the old Court House building.
4. Please be here by no later than 3:15 p.m. on the day you are filing your complaint.
5. Filing fee: \$65.00 - We do not accept out of county checks, therefore you may pay by cash, money order or certified check.