

# SMALL CLAIMS

FOR: ENFORCING A DEBT  
RECOVER MONEY  
REPLEVIN (RECOVER PROPERTY)  
ENFORCE RESTRICTIVE COVENANT

NOT: LIBEL/SLANDER  
EVICTIONS  
CLASS ACTION SUITS  
PROBATE MATTERS  
MENTAL HEALTH ISSUES  
FAMILY LAW (DIVORCE, CUSTODY)  
JUVENILE LAW  
MATTERS AFFECTING  
REAL ESTATE BOUNDARIES

- LESS THAN \$7,500
- ❖ NO JURY TRIALS
- ❖ USUALLY NO LAWYERS,  
BUT THERE ARE EXCEPTIONS

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## PAPERS TO FILE:

- Notice, Claim & Summons [jdf 250](#)

When you File:

### CLERK ISSUES DATE & TIME & PLACE OF TRIAL

Written on the front of the Notice & Summons when you file

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## SERVE THE NOTICE & SUMMONS:

- Defendant's Copy of the Notice & Summons  
*(Separate copy served on each Defendant)*
- Service may be accomplished either one of two ways:
  - Personal Service**  
*(Sheriff, Process Server or uninvolved 3rd party over 18)*
    - Keep a copy of Affidavit of Service for your records
    - Bring a copy of Affidavit of Service to Court
  - Certified Mail by the Court** *(cost varies; \$5 - \$15)*
    - You have to ask for this if you want it

**SERVICE MUST BE MADE AT LEAST 15 DAYS BEFORE TRIAL**

AFFIDAVIT OF SERVICE is PAGE 7 of [jdf 250](#)

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>> COURT MAY ORDER MEDIATION <<

## MEDIATION

Neutral 3<sup>rd</sup> party meets with the parties to negotiate a mutually acceptable agreement

Stipulation

[jdf 75](#) CASE DISMISSED

Partial Agreement

[jdf 75](#) + GO TO TRIAL on remaining issues

No Agreement

GO TO TRIAL on all issues

## PREPARING FOR TRIAL

- Witnesses *(Notify of date & time & place)*
- Subpoena or Subpoena to Produce [jdf 254](#)
- Organize & Label your Exhibit Books
- Motion for Entry of Judgment [jdf-104](#)
- Motion for Entry of Judgment & Issuance of Interrogatories [jdf-107](#)
- Pattern Interrogatories under CRCP 369 [jdf 108](#)
- Motion & Order for Interrogatories [jdf 252 a](#) [jdf252 b](#)
- Notice of Non-Compliance and Order [jdf 249](#)
- Instructions for Collecting on a Judgment & Writ of Garnishment [jdf 82](#)

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## COURT APPEARANCE

## TRIAL

## JUDGE ISSUES FINDINGS & ORDERS

## JUDGMENT

- Motion & Order for Interrogatories [jdf 252 a](#) [jdf 252b](#)
- Instructions for Collecting on a Judgment & Completing a Writ of Garnishment [jdf 82](#)