

## **SMALL CLAIMS INSTRUCTION SHEET**

If you feel someone owes you money or has unfairly collected money from you, you may wish to file in Small Claims Court. The amount cannot exceed \$10,000.00. The law requires that prior to filing a claim, you must make a demand for payment from the person who owes you money. If they fail to pay, you may then file your claim. Small Claims actions can only be for money damages.

Attached please find the necessary forms to file a small claims action in the Court.

The Defendant must either reside in Carson City or work/do business in Carson City. Please verify first that the address you provide for the Defendant is actually in Carson City. Many outlying areas, such as Washoe Valley and Moundhouse, have Carson City mailing addresses, but are not within our jurisdiction. This may be verified with the Post Office.

Once this has been verified, fill out the "Small Claims Worksheet," the "Affidavit of Complaint and Order" and the "Affirmation." Please type or print neatly. Sign the "Affidavit and Order" on the line that specifies "Plaintiff or Declarant." Return all (3) three forms and include a check or money order for the appropriate amount.

### SMALL CLAIMS FILING FEES (Effective 10/01/2015):

Amount up to \$1,000 .....	\$111
Amount from \$1,000.01 - \$2,500 .....	\$131
Amount from \$2,500.01 - \$5,000 .....	\$151
Amount from \$5,000.01 - \$7,500 .....	\$191
Amount from \$7,500.01 - \$10,000 .....	\$241
Service of each additional Defendant .....	\$ 45

Upon receipt of these completed forms and the required filing fees, a hearing date will be scheduled within approximately 30 days and a copy of the Affidavit of Complaint and Order with your Court date will be returned to you. You must appear on that date or the case may be dismissed. (If you wanted to proceed with the action, you would have to file again.)

The Court uses a process server to serve the Defendant. Those fees are included in the small claims filing fees listed above. You will be notified by mail only if we are not able to serve your Defendant. If you wish to verify service, you may call the Court approximately two weeks after filing.

If you have any further questions, please contact the Court.