

\$5.00
(If purchased at window)

START YOUR SMALL CLAIMS

Small Claims Court allows people an easy way to resolve civil disputes of up to \$10,000. Small Claims Court uses simplified forms and neither party is allowed to have an attorney. For information on resolving your dispute without going to court, contact Placer Dispute Resolution Services at www.pdrs.org or call 916-771-0108. If you have questions about Small Claims, please call the Placer County Small Claims Advisor at (530) 823-1019.

You will need the following forms, available at www.courts.ca.gov/forms.

*Plaintiff's Claim and Order to go to Small Claims Court (SC-100)

*Notice of Entry of Judgment (SC-130)

Proof of Service (SC-104)

Step 1: Filling Out the Paperwork

Fill out forms with an asterisk (*). You are the "Plaintiff" and the other party(ies) is/are "Defendant(s)". On form SC-130, just put the names and addresses of the parties at the top of the SC-130. The Judge will fill out the rest after the court date.

Step 2: Making Copies and Filing the Paperwork

Make 2 copies of each of the forms. Staple each of the originals and two-hole punch at the top. Staple the copies as well. Group the original plus copies of the same documents together for filing (i.e. you should have two stacks: Plaintiff's Claim and Order and Notice of Entry of Judgment). To file, get a number ticket for "Civil" at the kiosk on the 1st floor of the Courthouse to file the papers.

There is a sliding scale filing fee for small claims actions. See the chart below:

<u>Amount you are suing for:</u>	<u>Filing Fee is:</u>
\$ 0.00 to \$1,500	\$30.00
\$1,501 to \$5,000	\$50.00
\$5,001 to \$10,000	\$75.00

The Court accepts cash, check, Visa, MasterCard, AMEX and Discover Card. If you cannot afford to pay the filing fee, you may submit the forms to request a fee waiver. *You must also give the clerk a stamped, addressed envelope for each plaintiff and each defendant when you file your case.*

The Court is located at: The Gibson Courthouse at 10820 Justice Center Drive, Roseville, CA 95678.

STEP 3: Serve a Copy on the Defendant(s)

You must serve a copy of the SC-100 on the other party. Anyone other than you, over 18, can serve the papers to the other party. A Sheriff or professional process server can also do this for you for a fee. If there are multiple defendants, each must be served separately.

If you are suing a Corporation: You need to make sure that you serve the "Agent for Service" for that Corporation. This person can be found at the website for the California Secretary of State at www.sos.ca.gov.

STEP 4: File the Proof of Service

The person who serves the papers to the defendant(s) needs to fill out a Proof of Service (SC-104). Make sure that the DATE and TIME and ADDRESS where the defendant was served are filled in. Make 2 copies of the Proof of Service and get a number ticket for "Civil" at the kiosk on the 1st floor of the Courthouse to file the form. **Remember to go to your court date!**