

**Start Your Small Claims Case****\$5.00**

<b>What is this for?</b>	This packet contains the forms you will fill out and file to begin a Small Claims court case. Small claims cases are for lawsuits of \$10,000 or less.								
<b>Step 1: Fill out the forms</b>	<a href="#">Plaintiff's Claim and ORDER to Go to Small Claims Court</a> (SC-100) <a href="#">Notice of Entry of Judgment</a> (SC-130)								
<b>Step 2: Make copies</b>	Take each form and make 2 copies. Paperclip and two-hole punch the <u>original</u> at the top. Do not staple the original. The copies may be stapled. Put the copies right behind each original.  Bring two regular business sized-envelopes with one stamp on each envelope. One envelope should be addressed to you, the other should be addressed to the Defendant(s).								
<b>Step 3: File the forms</b>  <b>Filing fee</b>	Get a number ticket for "Civil" at the kiosk on the 1st floor of the courthouse. File the forms with the clerk when your number is called. The clerk will file-stamp all your forms and give you back the 2 copies. You will keep a filed copy for your records and serve the 2 <sup>nd</sup> copy on the Defendant.  There is a sliding scale filing fee for small claims actions.  <table data-bbox="581 1285 1234 1423"> <thead> <tr> <th><u>Amount you are suing for:</u></th> <th><u>Filing Fee is:</u></th> </tr> </thead> <tbody> <tr> <td>\$ 0.00 to \$1,500</td> <td>\$30.00</td> </tr> <tr> <td>\$1,501 to \$5,000</td> <td>\$50.00</td> </tr> <tr> <td>\$5,001 to \$10,000</td> <td>\$75.00</td> </tr> </tbody> </table> The Court accepts cash, check, Visa, MasterCard, AMEX and Discover Card. If you cannot afford to pay the filing fee, you may apply for a fee waiver by filling out and filing these forms:  <a href="#">Request to Waive Court Fees</a> (FW-001) <a href="#">Order on Court Fee Waiver</a> (FW-003)	<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
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<b>Step 4: Serve the Defendant</b>	You must have a copy of the Plaintiff's Claim and ORDER to Go to Small Claims Court (SC-100) handed to ("served" on) the Defendant(s). Someone 18 or older must serve the forms for you. You cannot serve the forms yourself.								



	<p>If there is more than one Defendant, each must be served a separate copy.</p> <p>If you are suing a corporation, you will need to serve the “Agent for Service” for that corporation. To find out the contact information for the “Agent for Service”, search the California Secretary of State website at <a href="http://www.sos.ca.gov">www.sos.ca.gov</a>.</p> <p>The person who serves the papers to the Defendant needs to completely and clearly fill out a <a href="#">Proof of Service</a> (SC-104) form.</p>
<b>Step 5: File the Proof of Service</b>	<p>Make 1 copy of the Proof of Service (SC-104) and take a number ticket for “Civil” at the kiosk on the 1<sup>st</sup> floor of the courthouse to file the original and copy. Keep the filed copy for your records.</p>
<b>Next steps:</b>	<p>Go to your court hearing and present your case to the judicial officer. The judicial officer will either make a decision (Judgment) that day or it will be mailed to you.</p>

### Where can I get the forms?

- For an app that helps you fill out **Small Claims forms**, go to <https://lawhelpinteractive.org/Interview/GenerateInterview/5820/engine>
  - Answer the questions, save your work, and at the end you can print out the forms.
- For another app that helps you fill out **Small Claims forms**, go to [caguideandfile.com](http://caguideandfile.com)
  - Click “Start Your Legal Process”, then
  - Click “Small Claims”
  - Answer the questions, save your work, and at the end you can print out the forms.
- The blank forms listed in these instructions can be found **online** at [www.courts.ca.gov/forms](http://www.courts.ca.gov/forms)
- You can get the form packets through the court’s **Self-Help Center** or buy them at the **Court Clerk’s counter**.

### Where can I get help or more information?

- If you would like to mediate your dispute (have a neutral person help you and the other party come to agreement) instead of having a court hearing, contact **Placer Dispute Resolution Services** at (916) 771-0108 or via their website, [www.pdrs.org](http://www.pdrs.org).



- If you have questions about Small Claims or how to get ready for trial, please email the **Placer County Small Claims Advisor** at [placersmallclaims@gmail.com](mailto:placersmallclaims@gmail.com).
- If you do not have an attorney, you can get help from the court's Self-Help Center located at the Gibson Courthouse, 10820 Justice Center Dr., Roseville. Online appointments and limited walk-ins are available Monday to Friday, 8:00 a.m. to 12:00 noon (Wednesday open until 3:00 p.m.). Schedule online appointments at [www.placer.courts.ca.gov](http://www.placer.courts.ca.gov) and search for **online appointments**.
- Visit [www.courts.ca.gov](http://www.courts.ca.gov)
  - Click "Self-Help" on the tabs and select "Small Claims" in the dropdown menu
- Read:
  - [Information for the Small Claims Plaintiff](#) (SC-100-INFO)
  - [What Is "Proof of Service"?](#) (SC-104B)
  - [How to Serve a Business or Public Entity](#) (SC-104C)
  - [What to Do After the Court Decides Your Small Claims Case](#) (SC-200-INFO)