PROCEDURES FOR FILING A CLAIM IN SMALL CLAIMS COURT

To file a Small Claim, the defendant (Person that you are suing) must be either a resident or **own** a business within the county of Genesee. You (Plaintiff) must supply the name and exact address of the defendant.

If your claim is against a business, you must know if it is incorporated. If it is, you will sue in the name of the corporation. If the business is not incorporated then you will need the owner's name and address. (This information is available from the Genesee County Clerk's Office)

If your claim is for an automobile accident, you must be the owner of the car to sue and you must sue the owner and the driver of the other car, if different.

There is a **$15.00 filing fee for a claim in the amount of $1,000.00 or less, and a $20.00 filing fee for a claim in the amount of $1,001.00 to $5,000.00.** If the certified letter and first class mail are returned to the court and you wish to pursue the matter further you will have to either provide the Court with a new mailing address or you may have the Sheriff attempt to serve the summons but you must contact them for further information.

Small Claims Hearings are scheduled **3 - 6 weeks** from the date of filing. A hearing date and time will be given to you by the Clerk along with a booklet that explains the Small Claims procedure more carefully.