

APPLICATION TO FILE SMALL/COMMERCIAL CLAIM

County of: _____ City of: _____

FILING FEE PAYMENT TYPES: *By Mail*-Money Order or Certified Bank Check *In Person*- Credit Card or Cash
No Personal or Business Checks Accepted!

Type of Claim

Filing Fee

(Check One)

SMALL CLAIM

(Individual suing Individual or Company)

\$15.00 - Claim of \$1,000 or less

\$20.00 - Claim exceeding \$1,000 up to \$5,000

COMMERCIAL CLAIM

(Company suing Company)

(Required forms - Certificate of Authority & Filing Limitation Certification)

\$25.00 plus postage for each defendant or additional address
(Please contact Clerk's Office for Current Postage Fees)

CONSUMER CREDIT TRANSACTION

(Company suing an Individual)

(Required forms - Certificate of Authority, Demand Letter, & Filing Limitation Certification)

\$25.00 plus postage for each defendant or additional address
(Please contact Clerk's Office for Current Postage Fees)

COUNTERCLAIM

\$5.00 plus postage for each claimant
(Please contact Clerk's Office for Current Postage Fees)

CLAIMANT: (NAME & ADDRESS)

CO-CLAIMANT: (NAME & ADDRESS)

Print Name _____

Print Name _____

D.B.A. _____

D.B.A. _____

Street _____

Street _____

City/State/Zip Code _____

City/State/Zip Code _____

Daytime Phone # _____

Daytime Phone # _____

DEFENDANT: (NAME & ADDRESS)

SECOND DEFENDANT: (NAME & ADDRESS)

Print Name _____

Print Name _____

D.B.A. _____

D.B.A. _____

Street _____

Street _____

City/State/Zip Code _____

City/State/Zip Code _____

Daytime Phone # _____

Daytime Phone # _____

Amount of Claim: \$ _____ (Do not include filing fees)

Date of Loss: _____

Nature of Claim: _____

This section MUST be completed and notarized for a CONSUMER CREDIT TRANSACTION or COMMERCIAL CLAIM:

I hereby certify, based upon information and belief, that no more than five (5) actions or proceedings (including the instant action or proceeding) have been initiated in the courts of this state during the present calendar month.

Claimant's Signature

Notary/Clerk's Signature

This section MUST be completed and notarized for a CONSUMER CREDIT TRANSACTION:

I hereby certify that I have mailed a Demand Letter by ordinary first class mail to the party complained against, no less than ten (10) days and no more than one hundred eighty (180) days before I commenced this action.

Claimant's Signature

Notary/Clerk's Signature

Note: The Commercial Claims Part will not allow your action to proceed if this certification is not properly and completely made.