

SMALL CLAIMS INFORMATION SHEET  
PLEASE READ THE SMALL CLAIMS PAMPHLET

What you will need to start your Small Claims Case:

- Small Claims Information Sheet
- Petition
- Request and Service Instruction Form (1 per Defendant)
- A valid e-mail address

*Claims of \$500.00 or less require a \$49.00 filing fee*

*Claims of \$500.01 to \$4,000.00 require a \$69.00 filing fee*

If you wish to have service done through the Sheriff, there will be a \$15.00 Sheriff's fee that can be made payable by personal check, cash, cashier's check, money order

If you wish to have service done through a Private Process Server or by Certified Mail, we will send the packet to you via email. The email with the packet will look similar to this:

SUBJECT:

Service Packet for (DEFENDANT) on (CASE NUMBER)

BODY:

The documents that need to be served on (DEFENDANT) for (CASE NUMBER) (CASE CAPTION) are attached.

You will then need to print the packet off and either deliver it to the Process Server or take it to the Post Office for Certified Mail.

Fillable Forms and more information are available at:

[http://courts.jocogov.org/dc\\_formsdL.aspx#sc](http://courts.jocogov.org/dc_formsdL.aspx#sc)

Questions?

Phone: (913)715-3354

Email: [dccsmallclaims@jocogov.org](mailto:dccsmallclaims@jocogov.org)

**Judge Scott is available to answer questions on Mondays from 1:30 pm until 2:00 pm in Room 107, Division M2.**

**\*\*If you are requesting a continuance, you must submit the request in writing at least 12 days prior to the trial. You must notify all parties of the request. If there is enough time to notify everyone and it is your first continuance, the court may grant the continuance without a hearing. Otherwise, the request will be considered on the date of the trial. Any request for continuance filed less than 12 days prior to the trial will be denied unless there compelling reasons presented at the trial date.**