

Small Claims Cases






You have started a Small Claims Case.

You are the plaintiff and it is **your** responsibility to keep your case active. Your defendant **must** be served notice of the hearing date or your case will not be heard and your case **will close**.

You must **provide a valid address** to properly serve your defendant. The Court **does not** find/search an address for litigants.

You must choose one (1) of three (3) methods of service.

-  Certified Mail—**\$10.00** service fee (in addition to the filing fee). If Certified Mail is **unsuccessful**, another method of service **must** be chosen.
-  Bailiff Services—**\$24.50** per defendant (in addition to the filing fee). If Bailiff Service is **unsuccessful**, plaintiff will be advised of the (POV) Post Office Verification Process. The POV process is a method used to obtain a valid or forwarding address for the defendant. If POV is **unsuccessful**, plaintiff must obtain a valid address or your case **will close**.
-  Plaintiff Service— **\$0.00** anyone 18 years or order and not apart of the case can serve your defendant (s). Proof of service must be notarized. Or you may pay a Process Server \$?
However, Proof of Service must be returned to the Court 7 Days prior to your hearing date.
 - Adjourments **cannot** be granted by phone. Your request must be in writing **7 days prior** to your court hearing
 - Plaintiff—if you fail to appear for your hearing, your case will be dismissed. You can request a motion (\$20 fee) to re-open your case.
 - Defendant—if you fail to appear for the hearing, the plaintiff will receive a judgment against you. You can request a motion (\$20 fee) to set aside judgment and request a new hearing date.
 - Appeals must be filed within 7 days of the hearing date.

