

**Please Read this Flier Prior to Completing your
Small Claims Packet**

- **FEES:** Filing fee \$20.00 each claim. (\$35.00 if 12 or more have been filed in the last 12 months.) \$8.00 per defendant for service by the court through Certified Mail. Plaintiff may also make arrangements for personal service by appropriate Sheriff's department, process server or non-involved party over the age of 18.
- Per Local Rule of Court 10.9(l) "Unless otherwise ordered by the Court, **all documents need to be typewritten**. The application for fee waiver is exempt from this requirement provided that the fee waiver is legibly handwritten as determined by the clerk (eff. 7/1/99)."
- If you are filing a claim against a corporation, you **MUST** provide the name of the Agent for Service. You can find this information by contacting the Secretary of State, 1500 11th Street, Sacramento, CA 95814, Attn: IRC Unit. Include a \$4.00 check/money order payable to "Secretary of State" and the name(s) of the corporation(s). You may also reach them at: www.ss.ca.gov or (916) 653-6814.
- Small Claims Advisor – Phone #(916) 773-7062, available Tuesday and Thursday between 4:00p.m. and 5:30p.m.
- www.scacadvise.com - Provides excellent answers to small claims questions.
- With certain exceptions, service of claim **MUST be made within the boundaries of the State of California**. Please see §116.340(d) of the Small Claims Act for exceptions.
- You can access Judicial Council forms on the internet: www.courtinfo.ca.gov/forms
- **NOTICE TO PLAINTIFF** – Please return you original proof of service no later than 5 business days prior to the court date to insure your case will be heard on the assigned date. If service was attempted through certified mail by the court, please phone the small claims clerk in the correct office between 10 a.m. and 3 p.m., one week before your court date to confirm service was completed. You must appear in court unless:
 1. Service of your claim has not been made upon defendant, **OR**
 2. You have reached an agreement with the defendant to settle your case out of court. *In this instance you must return the Notice of Dismissal, located at the bottom of this page, to the court **prior** to your hearing date.*

I, the Plaintiff, hereby acknowledge and agree to comply with the above. _____

Failure to comply with the above guidelines may result in your case being dismissed without prejudice.

TO THE CLERK OF THE ABOVE NAMED COURT: YOU ARE REQUESTED TO ENTER DISMISSAL OF THE FOLLOWING ACTION:

CASE #: _____ SET FOR: _____ AT _____ A.M./P.M.

[] WITH PREJUDICE (May not file again) [] WITHOUT PREJUDICE (May file again)

Plaintiff's Signature: _____

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF PLACER
SMALL CLAIMS APPLICATION**

PLAINTIFF INFORMATION:

Name: _____ Phone: Home _____

Address: _____ Work _____

DEFENDANT INFORMATION:

1. Name: _____ Phone: _____

Address: _____

2. Name: _____ Phone: _____

Address: _____

CLAIM INFORMATION:

Amount \$ _____ Date incurred: _____

Reason: _____

VENUE TABLE

(The plaintiff must file the claim in the proper court and geographical area. This rule is called venue.
Listed below are possible reasons for filing the claim in this court.)

- A. A defendant lives in this judicial district or a defendant corporation or unincorporated association has its principal place of business in this district.
- B. A person was injured or personal property was damaged in this judicial district.
- C. A defendant signed or entered into a contract in this judicial district. A defendant lived in this judicial district when the contract was entered into. A contract or obligation was to be performed in this judicial district, or, if the defendant was a corporation, the contract was breached in this judicial district.
- D. The claim is on a retail installment account or contract subject to Civil Code Section 1812.10 (Specify facts on the reverse side of this sheet.).
- E. The claim is on a vehicle finance sale subject to Civil Code Section 2984.3 (Specify facts on the reverse side of this sheet.).
- F. Other (Specify facts on the reverse side of this sheet.).

a. I have asked defendant to pay this money, but it has not been paid.

b. I have not asked defendant to pay this money because (explain):

This court is the proper court for the trial because (in the box at the left, insert one of the letters from the list marked "Venue Table" above. If you select D, E, or F, specify additional facts in this space.)

I have have not filed more than one other small claims action anywhere in California during this calendar year in which the amount demanded is more than \$2,500.

I have have not filed more than 12 small claims, including this claim, during the previous 12 months.

FEES: Filing fee \$20.00 each claim (\$35.00 if 12 or more filed in the last 12 months.) ~~\$5.00~~ each defendant for Certified Mail, payable to court. Plaintiff may also make arrangements for Personal Service by appropriate Sheriff's Department (Civil Division), Process Server, or Non-Involved Party over the age of 18. FEES ARE NOT REFUNDABLE.

NOTICE TO PLAINTIFF

YOU MUST RETURN YOUR ORIGINAL PROOF OF SERVICE/VERIFY PROOF OF SERVICE NO LATER THAN 3 BUSINESS DAYS PRIOR TO THE COURT DATE IN ORDER TO BE PUT ON CALENDAR. PLEASE PHONE THE OFFICE CHECKED BELOW BETWEEN 10 A.M. AND 4 P.M. ONE WEEK BEFORE YOUR DATE TO APPEAR TO CONFIRM SERVICE. You must appear in court UNLESS:

- (1) Service of your claim has not been made upon defendant. or
- (2) You have reached an agreement with the defendant to settle your case out of court. In this instance you must return the notice of dismissal to the court prior to your hearing date.

Failure to comply with the above guidelines will result in your case being dismissed without prejudice.

I hereby acknowledge receipt of this notice.

PLAINTIFF _____