

SMALL CLAIMS

Filing Fees:

Claims to \$600	\$30
\$601 to \$1,750	\$50
\$1,751 to \$6,000	\$70
Certified/Restricted by Court	\$13
Copy Fee (per page)	\$1
SCAO-approved forms	\$1

Form Requirements:

One Defendant

- 1 completed Affidavit and Claim pack
- 3 copies of additional documentation
- 1 self-addressed stamped envelope

Three Defendants

- 3 completed Affidavit and Claim pack
- 5 copies of additional documentation
- 1 self-addressed stamped envelope

Two Defendants

- 2 completed Affidavit and Claim pack
- 4 copies of additional documentation
- 1 self-addressed stamped envelope

Four Defendants

- 4 completed Affidavit and Claim pack
- 6 copies of additional documentation
- 1 self-addressed stamped envelope

Form Requirements:

In-County defendant(s): Personal service by the local Court Officer or certified/restricted delivery.
Out-of-County defendant(s): Certified/Restricted delivery or plaintiff can arrange services by visiting www.mcodsa.com and clicking on *Locate a Process Server*.

PERSONNEL OF THE COURT SHALL NOT PROVIDE, OR OFFER TO PROVIDE, LEGAL ADVICE OR LEGAL COUNSEL TO ANY PERSON. COURT PERSONNEL CANNOT ANSWER QUESTIONS ON HOW TO PREPARE ANY FORMS OR DOCUMENTS.