

HOW TO FILE A SMALL CLAIMS

Claims less than \$100.00-----\$55.00 filing fee
Claims greater than \$100.00 less than \$500.00-----\$80.00 filing fee
Claims greater than \$501.00 less than \$2,500.00-----\$175.00 filing fee
Claims greater than \$2,501.00 less than \$5,000.00-----\$300.00 filing fee

In addition to filing fee Issuance of Summons-----\$10.00 per defendant

1. Fill out Statement of Claim completely and **sign before Deputy Clerk or Notary.**
2. Make copies of all supporting documents. You must provide one for the court file and one copy for each Defendant. (**There is a charge of \$0.15 per page if Clerk makes copies**)
3. Summonses are issued by the Clerk. You will need to inform the Clerk where the Defendant can be served, giving both physical and mailing address. If a second summons is issued due to wrong address or county, there will be an additional fee of **\$17.00.**
4. You will need to inform the Clerk as to which county the Defendant is located and the fee for the sheriff service. (**Levy County Sheriff charge \$40.00 cash or money order only, no personal checks**). You need to know the county in which your Defendant is located. If they reside out of Levy County or the State of Florida, it is up to you to find out the charge for this service in that county and/or state. We will need an address for the Sheriff's Office and postage to mail the summons and complaint.
5. Make a **check payable to the Clerk of Court** (local check only) for the filing fee. Cash and credit card are also accepted, but there is a fee to use a credit card.
6. When all the documents are served on the defendant(s), the clerk will notify you of a Pre-trial date, at which time you will return to the Court. This is not the final hearing, only a hearing to discuss whether the Defendant admits to or denies the claim. The Judge may send parties to mediation to see if issues can be resolved.
7. If the Defendant(s) do not get served, the Clerk will notify you of non-service. Service may be attempted again, (**fee of \$17.00 plus sheriff fee**) if a correct address is provided, if not in the same county.
8. The Plaintiff is responsible for providing the court with **three (3) postage paid** envelopes for **each party**.
9. If you should settle your case before your scheduled court date, please notify the Clerk in writing. Your case will then be removed from the court docket.
10. If the Defendant/person you are suing is a corporation or business entity, you are required prior to filing to determine the proper name for this action. **The Clerk can not assist you in determining whom to serve.** If it is a corporation, you must contact Div. of Corporations in Tallahassee to obtain the legal corporation name and to serve the Resident Agent. **Call 1-850-488-9000 or 1-800-755-5111**, select general forms or speak with an operator. You can also search the web at **www.sunbiz.org**.

TERMS FOR YOUR INFORMATION

Plaintiff(s)-----Person(s) initiating claim
action is against

Defendant(s)-----Person(s) whom the