

SMALL CLAIMS

Small claim booklets available at Spafford Town Hall

Filing fees:

- if claim is \$0.00 to \$1,000.00 the filing fee is \$10.00
- if the claim is \$1,000.00 to \$3,000.00 the filing fee is \$15.00

- 1) You can sue for money only, maximum amount is \$3,000.00
- 2) The person filing cannot be a business or corporation (you can be a DBA)
- 3) The person being sued must reside or have a business in the Town of Spafford.
- 4) Include the name and address of the person being sued (defendant)
- 5) Include the name, address and telephone number of person suing (plaintiff)
- 6) State the amount of the claim
- 7) Explain your claim
- 8) List the date of occurrence(s)