

☞ NOTICE: How to use these forms ☞

You have selected forms which have been specifically designed for use in a small claims case. The forms have been divided into groups based on their purpose or function. Once you select a particular set of small claim forms, each form in that group will open a pop-up window and you will be asked to select one of the following options:

Open: Selecting this option allows you to view the form and print a copy without saving the form on your computer.

Save: Selecting this option allows you to save a copy of the form on your computer for later use.

Cancel: Selecting this option will close the form without saving it to your computer and allow you to proceed to the next form in the packet.

Select the forms you need by choosing “Open” or “Save”. If there are forms you do not need, select “Cancel” for those forms.

In some groups, instructions are provided. At present, the only instructions available which might assist you in understanding how a small claims case is handled or how the forms in these various groups can be used are:

CAO SC Inst 1-1 Instructions for Plaintiff in Small Claims Cases; and
CAO SC Inst 1-2 Instructions for Defendants in Small Claims Cases

These instructions are included in several of the sets of small claims forms. For example, the instructions for plaintiff are included with the forms needed to file a small claims case. The instructions for defendants are included with the forms needed to file an answer in a small claims case. They are also included in other files when appropriate to the purpose of the forms.

Some groups of forms such as those used for mediation of small claims cases and those used to request a telephonic hearing have no specific instructions on how to use those forms. If you need more assistance than provided in the general instructions, you should contact your local court assistance officer or the clerk at the small claims counter at your local courthouse.