

FILING A SMALL CLAIMS CASE

In Small Claims Court, you can sue to recover for damage to personal property, money owed, or for delivery of personal property which is worth \$5,000 or less.

Small Claims means that you are representing yourself, with no attorney. The filing fee is \$65 per case. The payment for the filing fee is paid to the District Court and is separate from the service fee. Usually, if you win your case in court, the filing fee will be recorded in the Judgment and the defendant will pay the fees.

In order to file a Small Claims, you must pick up a Small Claims packet at Craighead County District Court at 410 West Washington, Jonesboro, Arkansas. Monday-Friday, 8 am - 4:45 pm.

The Small Claims packet includes a Complaint form and information on filing and collecting in Small Claims court. It is in your best interest to keep the information you receive in the packet because:

The Deputy Clerk is not a lawyer and therefore cannot give any legal advice!

You are the Plaintiff. The other party is the Defendant.

If the Defendant is a person, you must have a physical address so that the Complaint can be served properly.

THREE OPTIONS TO SERVE YOUR COMPLAINT

There are three ways your Complaint can be legally served. The service fee depends on the number of Defendants that are being served. This fee is paid separately from the filing fee.

To have the Sheriff's Office serve Complaint	\$50 per defendant
To have a certified process server serve Complaint	\$50 and up per defendant
Send using Certified Restricted Mail, Return Receipt Requested	\$10 and up per defendant

The Certified Restricted Mail green cards are returned directly to the District Court at 410 West Washington, Jonesboro, AR 72401. It is your responsibility to contact the Court to ensure the Complaint has been served to the Defendant.

(Note: Refused is considered good service; unclaimed is not good service)