

CIVIL / SMALL CLAIMS NEW CASE FILING INSTRUCTIONS

Evictions:

- 1 original complaint
- 2 copies per tenant of the complaint
- Copy of the Notice to Leave the Premises (one copy per copy of complaint)
- If you are attaching any other documents, you must provide copies to be served to each tenant.
- **Filing Fee:** \$170.00 plus \$20.00 each additional Defendant

Small Claims:

- 1 original complaint
- 1 copy per Defendant
- If you are attaching any other documents, you must provide copies for the file and 1 copy to be served to each Defendant.
- **Filing Fee:** \$99.00 plus \$20.00 each additional Defendant

Optional

- If you plan to provide evidence the day of your court hearing you must provide 3 copies.

Civil Contacts:

- 1 original complaint
- 1 copy per Defendant
- If you are attaching any other documents, you must provide copies for the file and 1 copy to be served to each Defendant.
- **Filing Fee:** \$159.00 plus \$20.00 each additional Defendant