

Small claims court checklist

From demand letter to hearing day.

BEFORE YOU FILE

- ☐ Send a demand letter and keep a copy
- ☐ Check your state's small claims limit
- ☐ Check the deadline (statute of limitations)
- ☐ Find the right court (usually where they live or where it happened)

FILE

- ☐ Fill in the claim form and pay the filing fee
- ☐ Have the other side served the way your court requires
- ☐ Write down your hearing date

HEARING DAY

- ☐ Bring three copies of every document
- ☐ Contracts, receipts, photos, texts and emails, in date order
- ☐ A one-page timeline
- ☐ Witnesses, or their signed statements if allowed
- ☐ Keep it short: what happened, what it cost, what you want