

SMALL CLAIMS DIVISION GUIDELINES

The Small Claims Division of the 16th Judicial District in St. Martin Parish, Louisiana consists of the following guidelines:

1. The person who brings an action is the Plaintiff and the person being sued is the Defendant. The Defendant must live inside the parish of St. Martin.
2. The amount that you're suing for must be less than \$5,000.00
3. The advance court cost for this procedure is \$300.00 if you have only one defendant to be served; each additional defendant will require an additional deposit of \$100.00 each. **This is only an advance deposit. An Additional deposit may be required later in the legal proceedings.**
4. You must either obtain a copy of the suit you file with the docket number assigned, or ask for the docket number when you file the suit. **This number is very important and must be used each and every time you call this office in regards to this suit.**
5. After the defendant is served with the necessary papers, he has ten (10) days in which to file an answer to your petition in our office.
6. Allowing for mail delays, you must allow approximately ten (10) working days from the day that you filed your petition before you call this office to see if and when the defendant was served. You must also call approximately fourteen (14) days after the date that the defendant was served to see if an answer has been filed. **This information will not automatically be sent to you.** You may obtain this information by calling our Civil Records Department at 337-394-2212, Extension 1284.
7. (a) If the defendant does not file an answer within ten (10) days, then you must send a letter requesting that a judgment be placed against him for the amount that is owed to you plus the costs of court.

(b) Call the Court Cost Department to find out the additional deposit needed to prepare a Judgment.
8. If the defendant does answer your petition, you must send a letter to us requesting that the matter be set for trial. To find out the additional deposit that will be necessary at this time, please call the Court Cost Department.

Attached is a copy of the form. Should you have any further questions, please contact the Civil Department at 337-394-2212, Extension 1284. The phone number for the Court Cost Department is 337-394-2212, Extension 1285.

Docket No. _____

Clerk No. _____

STATE OF LOUISIANA
PARISH OF ST. MARTIN

BEFORE ME, the undersigned, a Notary Public, personally came and appeared

_____ a resident of _____

_____, St. Martin Parish, Louisiana,

who after being duly sworn deposes and says;

THAT _____, a resident of _____

_____ is justly and truly indebted to

affiant in the sum of \$ _____, for _____,

together with legal interest until paid in full and all court costs.

THAT, he has made several demands for the amount due, but to no avail.

WITNESSES:

AFFIANT

ADDRESS

CITY, STATE, ZIP

EMAIL: _____

PHONE: _____

SWORN TO AND SUBSCRIBED before me this _____ day of _____, _____.

NOTARY PUBLIC