

**INSTRUCTIONS FOR SMALL CLAIMS COURT**  
**5<sup>TH</sup> JUSTICE OF THE PEACE COURT**  
**AUGUST 1, 2023**

**1. THIS COURT CANNOT AND WILL NOT GIVE LEGAL ADVICE.**

2. The boundaries of this court are the following: south-river, north-Lake, east- 17<sup>th</sup> Street Canal and west-120 feet East of David Drive
3. Filing Fee: \$160.00 if suing one defendant, \$185.00 if suing two defendants with the same address, \$215.00 if suing two defendants with a different address. Additional defendants; with same address it's an additional \$25.00 per defendant, with a different address it's an additional \$55.00 per defendant (cash, check, cashier's check, or money order only) NO DEBIT or CREDIT.

MAKE CHECKS PAYABLE  
TO: 5<sup>th</sup> Justice of the Peace Court

*\*\*\* Additional cost if service is made outside of this Court's jurisdiction (e.g., The Secretary of State, is \$50.00, payable to Secretary of State and other fees the Baton Rouge Sheriff Office charges, etc.)*

4. The most ONE can sue in this court is \$5,000.00.
5. Information needed to file claim: You must keep up with the defendant's current address. Full name of defendant, home address of Defendant, Zip code of Defendant, and telephone number of Defendant (NO P.O.BOX.)
- \*\*\* Make sure the address is correct and current. If not, there will be additional charge for each new address attempted.*
6. When filing a suit and you are suing one person, please bring the original plus 2 copies. If you are suing 2 people, please bring an original and 3 copies. **THE CLERK WILL CHARGE \$1.00 PER PAGE FOR COPIES.** If you sue a **CORPORATION**, you must provide the **NAME** and **ADDRESS** of the **"REGISTERED AGENT."** To obtain this information, please contact the Louisiana Secretary of State at the following:
- 225-925-4704
  - [www.sec.state.la.us](http://www.sec.state.la.us)
7. IF YOU SUE A **BUSINESS**, YOU MUST PROVIDE THE FULL NAME AND ADDRESS OF THE REGISTERED AGENT.
8. **YOU ARE YOUR OWN ATTORNEY.** However, if you choose, you may obtain an attorney. Both parties retain the right to be represented by an attorney at trial.
9. **APPEALS** One may file an appeal with 1<sup>st</sup> Parish Court FIFTEEN DAYS (15) after judgment has been served. For additional information, please call (504) 736-8900.
10. **THIS COURT IS NOT A COLLECTION AGENCY.** A judgment in your favor does not mean you will instantly get your money. The Court does not collect your money. If a person is unemployed, does not own property, collects welfare or other assistance of some sort, it may be impossible to collect. The Judgment is Final and there is no appeal in Small Claims.
11. **ADDITIONAL COSTS CHARGED FOR GARNISHMENTS, JUDGMENT DEBTOR RULES, REISSUE OF CITATIONS, RECONVENTIONAL DEMANDS & PETITIONS, ETC.**
12. Suits may be filed Monday through Thursday. You can call or come in to check on the status of your suit.
13. It takes 3-4 weeks for the service of your Citation, when is in the jurisdiction of 5<sup>th</sup> Justice of the Peace Court. It takes 6-8 weeks for the service of your Citation if it's out of this court's jurisdiction. It is your responsibility to keep up with your suit. The Court does not call when your papers are served. When calling the court to check service, you will need to provide the clerk with the case number.
14. **The Clerks cannot give you LEGAL ADVICE.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

