## 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

\*\*\* Additional cost if service is made outside of this Court's jurisdiction (e.g., The Secretary of State, is \$50.00, payable to Secretary to Secretary of State and other fees that

4. The most ONE can sue in this court is \$5,000.00.

Baton Rouge Sheriff Office charges, etc.)

- 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 mus provide the NAME and ADDRESS of the "REGISTERED AGENT." To obtain thi information, please contact the Louisiana Secretary of State at the following:
  - 225-925-4704
  - www.sec.state.la.us
- 7. IF YOU SUE A <u>BUSINESS</u>, YOU MUST PROVIDE THE FULL NAME ANI ADDRESS OF THE REGISTERED AGENT.
- 8. **YOU ARE YOUR OWN ATTORNEY.** However, if you choose, you may obtain a attorney. Both parties retain the right to be represented by an attorney at trial.
- 9. <u>APPEALS</u> One may file an appeal with 1<sup>st</sup> Parish Court FIFTEEN DAYS (15) afte judgment has been served. For additional information, please call (504) 736-8900.
- 10. <u>THIS COURT IS NOT A COLLECTION AGENCY.</u> A judgment in your favor does no mean you will instantly get your money. The Court does not collect your money. If a persoi is unemployed, does not own property, collects welfare or other assistance of some sort, i may be impossible to collect. The Judgment is Final and there is no appeal in Small Claims.
- 11. ADDITIONAL COSTS CHARGED FOR GARNISHMENTS, JUDGMENT DEBTOF 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 our 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



## 5<sup>th</sup> Justice of the Peace Court STATEMENT OF CLAIM

CASE NO	PLEASE TYPE OR PRINT
FILED:	CLERK:
PLAINTIFF(S):	
Address:	
	Fax No.: ()
VS.	
DEFENDANT(S):	
Address:	
373 <del>- Landerson - Salad</del>	Fax No.: ()
DEFENDANT(S):	
Address:	
Address of Reg. Agent:	
	Returned Check (Circle: NSF / Stop Payment / Closed Account)
DATE INDEBTEDNESS OCCURRED	d
Day Month Year	thru Month Year
Give explanation of your claim below (Atta	ich paper if necessary.)
CTATE OF LOUISIANIA	Sth ILICTICE OF THE DEACE COURT BARISH OF REFERROO
STATE OF LOUISIANA Mailing Address of Court: 1221 Elmwood Pa Telephone No.: (504) 736-8714 MON. TO TH	rk Blvd.; Suite 602; Jefferson, LA. 70123 District: 5 <sup>th</sup> District

NOTICE TO ALL PARTIES: During the penance of this lawsuit, the Court will contact you at the above address and phone number you have provided. If either address or phone number should change you must notify the Court immediately. Unless this pleading is accompanied by your written objection, your case may be decided by an Ad Hoc Judge appointed by the Judge. If so appointed his decision will be final and binding.

WEBSITE: www.jpco5.com