

INSTRUCTIONS FOR SMALL CLAIMS COURT 5TH JUSTICE OF THE PEACE COURT

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

2. The boundaries of this court are the following: south-river, north-Lake, east- 17th Street Canal and west-120 feet East of David Drive

MAKE CHECKS PAYABLE TO: 5 th Justice Peace
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3. Filing Fee: \$120.00 (cash or check)

**** Additional cost if service is made outside of this Court's jurisdiction (e.g. The Secretary of State, is \$25.00 Baton Rouge Sheriff, etc.)*

4. The most ONE can sue for 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.

**** Make sure address is correct and current. If not, there will be additional charges for each new address attempted.*

6. When filing 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 \$.50 per copy on black and white, \$1.00 color copies per page. A certified copy is \$1.00 per page.**

7. 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

8. IF YOU SUE A BUSINESS, YOU MUST PROVIDE THE FULL NAME AND ADDRESS OF THE REGISTERED AGENT.

9. 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.

10. APPEALS One may file an appeal with 1st Parish Court FIFTEEN DAYS (15) after judgment has been served. For additional information, please call (504) 736-8900.

11. 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.

12. **ADDITIONAL COSTS CHARGED FOR GARNISHMENTS, JUDGMENT DEBTOR RULES, REISSUE OF CITATIONS & PETITIONS, ETC.**

13. Suits may be filed Monday through Friday. You can call or come in to check on the status of your suit.

14. It takes 4-6 weeks for service of your Citation. It is your responsibility to keep up with your suit, The Court does not call when your papers are served. When calling to check service, you will need to provide the clerk with the case number.

15. **The Clerks cannot give you LEGAL ADVICE.**

SIGNATURE

DATE



5th Justice of the Peace Court STATEMENT OF CLAIM

CASE NO. _____

PLEASE TYPE OR PRINT

FILED: _____

CLERK: _____

PLAINTIFF(S): _____	Home No.: (____) _____
Address: _____	Cell No.: (____) _____
_____	Fax No.: (____) _____
VS.	
DEFENDANT(S): _____	Business No.: (____) _____
Address: _____	Residence No.: (____) _____
_____	Fax No.: (____) _____
DEFENDANT(S): _____	Business No.: (____) _____
Address: _____	Residence No.: (____) _____
_____	Fax No.: (____) _____
Registered Agent: _____	
Address of Reg. Agent: _____	

Suit Amount: _____ Dollars \$ _____

PLUS: Interest Court Cost Legal Attorney Fees

SUIT ON: Damages to Rental Property Past Due Rent Rental Deposit Open Account
 Money Claim Promissory Note Returned Check (Circle: NSF / Stop Payment / Closed Account)
 Other _____

DATE INDEBTEDNESS OCCURRED

_____ thru _____
Day Month Year Day Month Year

Give explanation of your claim below (Attach paper if necessary.)
