

HELPFUL INFORMATION ON: SMALL CLAIMS

1. **JURISDICTION:** The jurisdiction of this division of this Court is \$5,000.00 exclusive of costs, interest and attorney's fees. If your claim is for more than this amount, you will need to seek the advise of an attorney.
2. **PREPARING YOUR CLAIM:** Small Claims "General Complaint" forms can be obtained in Room 143 of the St. Johns County Courthouse or online at www.co.st-johns.fl.us
You are the plaintiff and the person(s) you are suing are the defendant(s). You will need the full name, physical address and phone number of each person you are suing. It may also be helpful to know the defendant(s) place of employment.
3. **SUING A CORPORATION:** If you are suing a corporation, we suggest you serve the registered agent, and/or an officer of the corporation (i.e., President, Vice President). You may obtain this information by contacting the Florida Department of State, Division of Corporations in Tallahassee at the (850) 488-9000 or online at www.sunbiz.org.
4. **SUING A BUSINESS OR INDIVIDUAL (NOT INCORPORATED):** If suing an individual "DOING BUSINESS AS," you must so indicate it on your claim (such as; John Doe D/B/A John Doe's Lawn Care.)
5. **PROOF OF CLAIM:** If your claim is founded on an instrument in writing such as Sales Contract, returned check, promissory note, written warranty, lease, etc. it will be necessary for you to furnish one copy of such instrument for attachment as an exhibit to each claim.
6. **SERVICE OF PROCESS:** The St. Johns County Sheriff's Office charges \$40.00 per defendant(s) to serve a summons in St. Johns County. If the defendant(s) are to be served outside St. Johns County a money order is to be provided by the plaintiff and made payable to the Sheriff's Office in which they are located.

Note: This form is meant ONLY to give you a basic and general information about what Small Claims Court means. It is only a brief statement and **DOES NOT** explain all your options and/or rights.

PLEASE UNDERSTAND THAT THE JUDGES, JUDICIAL ASSISTANTS AND DEPUTY CLERKS CANNOT PRACTICE LAW OR GIVE YOU LEGAL ADVISE.