

SMALL CLAIMS PROCESS FLOWCHART

Plaintiff files case with the Clerk's office. Plaintiff can sue individual, individual doing business as company, partnership, or corporation. Names must be consistent on Statement of Claim.

The clerk schedules the Pre-Trial Conference and creates the Summons for both parties. Defendant must be served with the Summons. Both parties must attend the Pre-trial Conference.

Defendant not served

Request new Pre-Trial Summons and attempt service for the Defendant

Defendant served by Process Server, Sheriff, or Certified Mail (excluding businesses.)

Pre-Trial Conference (where Mediation will also likely occur)

Parties come to an agreement

Defendant does not appear at Pre-Trial

Parties do not come to an agreement

Stipulation is filed in open court

Default Judgment is entered against the defendant

Trial will be set by the Judge

Defendant pays

Defendant does not pay

Judgment for Plaintiff

Judgment for Defendant

Notice of Voluntary Dismissal

Plaintiff may file AFFIDAVIT AS TO DEFENDANT'S DEFAULT IN STIPULATION OF PAYMENT

Defendant pays

Defendant does not pay

Case closed

Case dismissed

Default Judgment is entered against the Defendant

Satisfaction of Judgment

Collecting Judgment (options)

Defendant pays

Defendant does not pay

Satisfaction of Judgment

Collecting Judgment (options)