



## THE DOs AND DON'Ts OF FILING A SMALL CLAIM IN DC SUPERIOR COURT

### DOs:

- **DO** bring a picture ID with you when you file a claim
- **DO** have each defendant's address when you file a claim
- **DO** write a brief but complete statement of your claim
- **DO** write down and save your claim number for future use
- **DO** bring a calendar for scheduling your initial and trial
- **DO** have cash, money order or a cashier's check to pay the filing fee. The clerk's office does not accept credit or debit cards
- **DO** take the time to understand the rules for using certified mail or special process servers for your claim. These rules include notarized affidavits and strict timelines
- **DO** bring all documents and evidence supporting your claim to the hearing

### DON'Ts:

- **DON'T** file a claim for anything other than money
- **DON'T** file a claim in Small Claims Court if the amount in controversy is over \$5,000
- **DON'T** try to "serve" the defendant yourself if you are the plaintiff
- **DON'T** miss your hearing. If you are the plaintiff, your case will be dismissed and if you are the defendant, a default judgment may be ordered against you.
- **DON'T** be late

**NEED MORE INFORMATION? CALL US AT 202-544-1515. INITIAL CONSULTATIONS ARE FREE!**