



State of Michigan
3-B District Court
St. Joseph County

P.O. Box 67 Centreville, MI 49032-0067 (269) 467-5683

Hon. Jeffrey C. Middleton Hon. Robert K. Pattison
Administrator/Magistrate: Tabitha Wedge
Magistrates: Mark Trowbridge Sr & Autumnne Keifer

INSTRUCTIONS FOR FILING

SMALL CLAIMS

1. Typewrite the form – or – print with black ink, hard enough that each copy of the form is completely readable.
2. **Your signature** at the bottom of the form is **required** to be **witnessed** or **notarized** before filing with the court.
3. Make and file **2 copies** of all papers important to your case, such as:
 - a) auto accident report and repair estimates
 - b) bad check (s)

Make **3 copies** if there are two (2) defendants named.

4. Payment of the fees may be made by cash, Michigan business check, Personal check or money order. The filing fees are:
 - 1) \$30.00 if you sue for \$600.00 or less, OR
(\$30.00 + \$13.65 for one defendant = **\$43.65 total**)
 - 2) \$50.00 if you sue for more than \$600.01-\$1750.00
(\$50.00 + \$13.65 for one defendant = **\$63.65 total**)
 - 3) \$70.00 if you sue for over \$1750.00
(\$70.00 + \$13.65 for one defendant = **\$83.65 total**)

Note: there is an \$13.65 mailing fee added to the filing fee, for **each additional Defendant that is listed on the affidavit.**

5. Notify the court **IMMEDIATELY** if your case settles before the hearing date.
6. You still have time before your court hearing to attempt to settle this matter by working with the Citizen's Mediation Services, Inc. **888-779-1386.**