

Step-by-Step Instructions for Filing a Civil Claim

Step 1: Prepare Your Documents

Gather all necessary documents, including:

- Claim Form
- Documentary Evidence
- Proof of Service

Step 2: Fill Out the Claim Form

Complete the claim form with accurate and clear information. Ensure you:

- Fill in your details
- Provide details about the defendant
- Clearly state your claim and the amount sought

Step 3: Review Your Claim

Check for completeness and accuracy. Ensure there are no missing signatures or dates.

Step 4: File Your Claim

You can file your claim by:

- Online submission via the court's website
- Submitting in person at the court clerk's office
- Mailing your documents to the appropriate court

Step 5: Pay the Filing Fee

Prepare to pay the required filing fee. Payment can typically be made via:

- Credit/Debit Card
- Check or Money Order
- Cash (in-person only)

Step 6: Serve the Defendant

Ensure the defendant receives a copy of the claim. This can be done by:

- Personal service
- Certified mail
- Using a process server

Step 7: Wait for a Response

Allow the defendant time to respond to your claim as per court procedures.

Step 8: Prepare for Court

If the case proceeds to court, gather your evidence and prepare your argument.