

# Small Claims Prep Checklist

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## 1. Find Your Local Court

Small claims rules are very specific to your location. You must find the official court website for your county to get accurate information on filing fees, claim limits, and forms.

- Search online for "[Your County] [Your State] small claims court" to find the correct website.
- [Look Up Your Local Courthouse](#)

## 2. Outline Your Case

Clearly define the core facts of your claim based on your local court's rules.

- **Who are you suing?** (The Defendant) You need their correct legal name and address.
- **Why are you suing?** (e.g., unpaid loan, property damage, breach of contract).
- **How much money are you asking for?** This must be a specific dollar amount within the court's limit.

## 3. Gather Evidence

Organize your proof. You will need copies for yourself, the court, and the defendant.

- **Contracts:** Any written or verbal agreements.
- **Communications:** Emails, text messages, or letters related to the dispute.
- **Invoices & Receipts:** Proof of payments, expenses, or financial loss.
- **Photos & Videos:** Visual proof of damage or the situation.

## 4. Prepare Your Presentation

Write down a simple, chronological summary of events to present to the judge. Practice saying it out loud.

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