



**INSTRUCTIONS FOR SMALL CLAIMS
ST. CHARLES PARISH JUSTICE OF THE PEACE
DISTRICT 5**

- 1. THE COURT DOES NOT GIVE LEGAL ADVICE.**
- 2. Filing fee: \$130 (cash or check).**
**** Additional cost if service is made outside of this Court's jurisdiction (e.g. The Secretary of State, \$25 for Baton Rouge Sheriff, etc.)*
- 3. The most a party can sue for in this court is \$5,000.00.**
- 4. To file a claim: you must have the Defendant's current address, full name, home address, zip code and telephone number.**
**** Make sure the address is correct, there are additional charges for each attempt at service.*
- 5. When filing a suit and suing one person, please bring the original, plus 2 copies. If you are suing 2 people, please bring the original and 3 copies. THERE IS A CHARGE OF \$0.50 PER COPY on black and white and \$1.00 color copies per page. A certified copy is \$1.00 per page.**
- 6. If you sue a CORPORATION, you must provide the NAME and ADDRESS of the "REGISTERED AGENT". To obtain this information please contact the Louisiana Secretary of State. www.sec.state.la.us**
- 7. If you sue a BUSINESS, you must provide the full name and address of the "Registered Agent".**
- 8. YOU ARE YOUR OWN ATTORNEY.** However, if you choose, you may obtain an attorney. Both parties retain the right to be represented by an attorney at trial.
- 9. APPEALS.** An appeal may be filed with the 29th Judicial District Court for the Parish of St. Charles within FIFTEEN (15) days after the judgment has been served. For additional information please contact the St. Charles Parish Clerk of Court at (985) 783-6632.
- 10. THIS COURT IS NOT A COLLECTION AGENCY.** A Judgment in your favor does not mean you will instantly get your money. The Court does not collect your money. If a person is unemployed, does not own property, collects welfare or other assistance of some sort it may not be possible to collect. The Judgment is final and there is no appeal in Small Claims.
- 11. Please check the Court Costs portion of our website at www.thejusticefox.net for information regarding other fees.**
- 12. Suits may be filed Monday through Friday. *Please call first at (504) 905.6441.**
- 13. You may call, email or come in person, to check the status of your suit.**
- 14. It takes 4-6 weeks (potentially more throughout the pandemic) for service of your citation. It is your responsibility to keep up with your suit. The court does not call when your papers are served. When calling to check service, you will need to provide your case number.**

****Please confirm that you have read "Instructions for Small Claims St. Charles Parish Justice of the Peace District 5".*

Signature

Date



Justice of the Peace-District 5
STATEMENT OF CLAIM

CASE NO. _____

PLEASE TYPE OR PRINT

FILED: _____

CLERK: _____

Form containing fields for Plaintiff(s) and Defendant(s) information, including Home No., Cell No., Fax No., Business No., and Residence No.

Suit Amount: _____ Dollars \$ _____

PLUS: [] Interest [] Court Costs [] Legal Attorney Fees

SUIT ON: [] Damages to Rental Property [] Past Due Rent [] Rental Deposit [] Open Account
[] Money Claim [] Promissory Note [] Returned Check (Circle: NSF / Stop Payment / Closed Account)
[] Other _____

DATE INDEBTEDNESS OCCURRED

_____ thru _____
Day Month Year Day Month Year

Give explanation of your claim below (Attach paper if necessary.)

Multiple horizontal lines provided for the plaintiff to explain their claim.

STATE OF LOUISIANA JUSTICE OF THE PEACE COURT-DISTRICT-5 PARISH OF ST. CHARLES

Plaintiff(s) affirm(s) that the facts and documents as submitted in this claim are true and accurate.

Name and Address of Attorney (if applicable):

Signature of Plaintiff or Representative

Mailing Address of Court: 110 James Drive West, Suite 200; St. Rose, LA 70087

Telephone No.: (504) 905.6441

Fax No.: (504) 308.1600