

SMALL CLAIMS PROCEDURES (effective 10/1/2016)

Small Claims may be filed for amounts up to \$10,000.00. **FILING FEES AND SHERIFF FEES MUST BE PAID AT THE TIME OF FILING.** The filing fees are as follows:

\$0.01 to \$250.00	Filing Fee = \$111.00
\$250.01 to \$500.00	Filing Fee = \$121.00
\$500.01 to \$2,500.00	Filing Fee = \$141.00
\$2,500.01 to \$10,000.00	Filing Fee = \$176.00

The Defendant may be served by Certified Mail or by Sheriff.

The cost for service by Certified Mail is \$15.00 per Defendant.

The cost for service by Sheriff in Jo Daviess County is \$45.00 per Defendant.

If the Summons needs to be served by a Sheriff's Department other than Jo Daviess County, it is your responsibility to contact them asking the amount of the service fee and their address.

ALL COSTS MUST BE PAID AT THE TIME OF FILING.

Small Claims are heard by the Court twice a month. These hearing dates are on the first and third Fridays of each month at 9:30 AM.

The Plaintiff must be present at the hearing or have an Attorney to represent him/her.

The law requires that a Corporation must be represented by an Attorney to file a Small Claims Complaint.

In order to file a Small Claims action in Jo Daviess County, the transaction must have taken place here or the Defendant must reside in this County.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS

Complaint _____ Case Number _____

_____ VS _____

_____ Plaintiff(s) _____ Defendant(s)

SMALL CLAIM COMPLAINT

I, the undersigned, claim that the defendant is indebted to the plaintiff in the sum of \$ _____
for _____

and that the plaintiff has demanded payment of said sum; that the defendant refused to pay the same and no
part thereof has been paid; that the defendant resides at _____

Phone No. _____ : that the plaintiff resides at _____

Phone No. _____ : in the State of Illinois.

Date _____
(Month Day Year)

(Signature of Plaintiff)

AFFIDAVIT

_____ on oath states that the allegations in
this complaint are true.

(SEAL)

Signed and sworn to before me

(Notary Public)

SMALL CLAIM DOCKET

Complaint filed on _____ by _____ Clerk
Date Reset _____ by _____ Clerk
Date Reset _____ by _____ Clerk

FEES		
CLERK'S		
Certified Mail		
Sheriff		
Execution		

Plaintiff _____ in Court _____
Defendant _____ in Court _____
Judgment for _____
\$ _____ Costs \$ _____
Stay _____ days
Against _____

Dismissed as to _____

(Judge or Magistrate)