

SMALL CLAIMS CHECKLIST

TO FILE	DAY OF COURT
AFFIDAVIT OF COMPLAINT	
PROOF OF DEMAND LETTER	
COPY OF CERTIFIED MAILING OR PROOF OF	
COURT FEE	
SELF ADDRESSED STAMPED ENVELOPE	
CONSTABLE FEE	
COPIES OF DOCUMENTS TO SUPPORT CLAIM	COPIES OF DOCUMENTS/PICUTRES NUMBERED FOR YOURSELF AND FOR THE DEFENDANT
DEPUTY WORKSHEET	