

TOWN JUSTICE  
ROBERT J. PONZINI  
MARK A. RUBELO, JR.



COURT CLERK  
MARIA DeLOURDES VALDES

APPLICATION FOR SMALL CLAIMS COURT ACTION

Filing Days: Monday, Wednesday, Friday 9am - 3pm

*Plaintiff Information (Person filing the suit)*

_____	_____
Last Name, First Name	Street Address
	_____
	Town, State & Zip Code
	_____
	Daytime Phone Number

*Defendant Information (Person you wish to sue)*

_____	_____
Last Name, First Name	Street Address
	_____
	Town, State & Zip Code
	_____
	Daytime Phone Number

*Why are you suing?*

Briefly state the reason this money is due to you (e.g, auto accident damages, rental security deposit not returned, services rendered, goods sold, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What date did this money become due to you? \_\_\_\_\_

What is the total amount owed to you? \_\_\_\_\_

\$ \_\_\_\_\_

## INSTRUCTIONS FOR FILING SMALL CLAIMS ACTIONS

**Small Claims** Applications Must Comply With the Follow Guidelines:

1. You must be suing as an individual (not as a corporate entity).
2. Action cannot exceed \$3,000.
3. THE PARTY YOU WISH TO SUE must reside OR have a place of business in the Town of Mount Pleasant.
4. Filing Fees payable by cash (exact amount only), Visa / MasterCard / Discover Card, Money Order or Cashier's Check only  
— NO PERSONAL OR BUSINESS CHECKS
  - a. For claims up to \$1,000, a \$10 filing fee is due.
  - b. For claims between \$1,001 and \$3,000, a \$15 filing fee is due.
5. Adjournment Procedures
  - a. Defendant (person you are suing) is entitled to the first adjournment upon notice to you.