

## How do I file my civil case?

You can file your case by preparing a Statement of Claim with the Clerk of Justice Court.

A Complaint form is available at the Justice Court Clerk Office, or it can be downloaded from the [Justice Court Forms & Information](#) page. Your claim must set forth the facts which form the basis of your suit. You do not have to recite all of the evidence that you intend to produce at trial, but you should provide enough information so that the Defendant will know what he or she is being sued for. If you have documents that support your case, you should attach those documents to the Complaint. (For instance attach, invoices, statements of account, contracts, work orders, etc..)

The cost to file a civil claim with the county Justice is \$35.00 for the filing fee. The process server or Sheriff will serve the Defendant a copy of the Complaint and Summons.

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