



THE DOs AND DON'Ts OF FILING A SMALL CLAIM IN VT SUPERIOR COURT

DOs:

- **DO** file your claim in the county either you, or the person you are suing, reside in
- **DO** bring a picture ID with you when you file a claim
- **DO** have each defendants' address when you file a claim
- **DO** write a brief but complete statement of your claim
- **DO** write down and save your claim number for future use
- **DO** bring a calendar for scheduling your initial hearing and trial
- **DO** have cash, money order or a cashier's check to pay the filing fee
- **DO** bring all documents and evidence supporting your claim to the hearing. Bring duplicates of all documents and photographs you want to submit as evidence to the court, the defendant has a right to receive copies of everything submitted to the court

DON'Ts:

- **DON'T** file a claim for anything other than money
- **DON'T** file a claim in Small Claims Court if the amount in controversy is over \$5,000
- **DON'T** try to "serve" the defendant yourself if you are the plaintiff. When you file your complaint the Court Clerk will send it to the defendant, and if they fail to respond within 30 days, the Clerk will send you a packet to bring to the Sheriff, who will perform the service for a fee (bring cash or check to pay the Sheriff)
- **DON'T** miss your hearing. If you are the plaintiff, your case will be dismissed and if you are the defendant, a default judgment may be ordered against you.
- **DON'T** be late

NEED MORE INFORMATION? CALL US AT 802-458-0812. INITIAL CONSULTATIONS ARE FREE!