

**SMALL CLAIMS / JUSTICE COURT  
FILING INSTRUCTIONS**

PLEASE READ THE INSTRUCTIONS AND COMPLETE THE ATTACHED FORM.

**PETITIONS NOT COMPLETED OR LEGIBLE, WILL BE RETURNED.**

PLAINTIFF NAME & PHONE NUMBER (PERSON FILING CASE)

\_\_\_\_\_

DEFENDANT NAME & PHONE NUMBER (PERSON BEING SUED)

\_\_\_\_\_

AMOUNT OF SUIT \$ \_\_\_\_\_

**FILING FEES: MONEY ORDER OR CASHIERS CHECK**

(CHECK ONE)

JUSTICE CIVIL (PROPERTY OR PROPERTY & MONEY)

\$36.00 \_\_\_\_\_

SMALL CLAIMS (MONEY ONLY)

\$36.00 \_\_\_\_\_

**SERVICE FEES FOR MONTGOMERY COUNTY: \$65.00**

**IMPORTANT INFORMATION**

**IF THE DEFENDANT IS TO BE SERVED IN ANY OTHER COUNTY OR OUT OF STATE, THE COURT WILL ISSUE A NOTICE OF THE FILING CALLED A "CITATION", AND FORWARD THE CITATION TO YOU (THE PLAINTIFF). IT WILL BE YOUR RESPONSIBILITY TO FORWARD THE CITATION TO THE CONSTABLE IN THE COUNTY & PRECINCT IN WHICH THE DEFENDANT RESIDES AND PAY THE SERVICE FEES.**

**NOTE: THE CASE WILL NOT BE SET FOR COURT UNTIL THE DEFENDANT(S) ARE PROPERLY SERVED AND THE CITATION IS RETURNED TO THE COURT.**

**\*\* THE JUDGE AND/OR COURT CLERKS CANNOT GIVE LEGAL ADVICE ON YOUR SUIT. IT IS YOUR RESPONSIBILITY TO BE FAMILIAR WITH THE LAWS REGARDING CIVIL SUITS OR YOU MUST CONSULT WITH AN ATTORNEY. ALL CHANGES MUST BE IN WRITING.**

**\*FOR YOUR CONVENIENCE WE HAVE 2 LOCATIONS FOR PRECINCT 1\*  
PLEASE CHECK THE OFFICE YOU PREFER:**

300 SOUTH DANVILLE  
WILLIS, TEXAS 77378

PHONE: (936) 539-7801

FAX: (936) 788-8399

AND

19380 HWY. 105 W., SUITE 507  
MONTGOMERY, TEXAS 77356

PHONE: (936) 788-8374

FAX: (936) 788-8379

Case # \_\_\_\_\_

\_\_\_\_\_ § In the Small Claims/Justice Court

\_\_\_\_\_ § Precinct 1

(Plaintiff)

v.

\_\_\_\_\_ § County of Montgomery

\_\_\_\_\_ § State of Texas

(Defendant)

**STATEMENT OF CLAIM**

NOW COMES the above named Plaintiff(s), being duly sworn on oath, deposes and says that the above named Defendant(s), who can be notified and/or served with citation at the following address:

1<sup>st</sup> Defendant's address (cannot be a PO Box):

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

Phone: \_\_\_\_\_ fax: \_\_\_\_\_

Check one <input type="checkbox"/> 2 <sup>nd</sup> defendant <input type="checkbox"/> Registered agent for service _____ _____ _____
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Defendant(s) is/are justly indebted to Plaintiff(s) in the sum of \$\_\_\_\_\_, for the following reason (*brief explanation only*): \_\_\_\_\_

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

AND there are no counterclaims existing against Plaintiff by Defendant- *if yes case #* \_\_\_\_\_  
AND to the best of my knowledge, Defendant  is  is not on active duty in the military service.

Plaintiff(s) request(s) a judgment for a sum of money against Defendant(s), plus reasonable attorney fees, plus all cost of court, plus post-judgment interest at the highest legal rate.

\_\_\_\_\_  
Signature of Plaintiff or authorized agent                      or                      \_\_\_\_\_  
Signature of Plaintiff's Attorney  
Bar Card # \_\_\_\_\_

(Check one)  
Serve all notices to  Plaintiff  Attorney for Plaintiff, at the following address:

\_\_\_\_\_ Daytime Phone# \_\_\_\_\_  
(Address) \_\_\_\_\_  
\_\_\_\_\_ Fax #(optional) \_\_\_\_\_  
(City, State, Zip)

**SWORN to and SUBSCRIBED** before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
  
(Notary or Clerk of Court) \_\_\_\_\_