

HOW TO FILE A SMALL CLAIMS SUIT
IN THE JUSTICE OF THE PEACE COURT

PLAINTIFF: A person who brings a suit before the Court.

DEFENDANT: The person who is being sued.

SMALL CLAIMS: A small claims case is a lawsuit brought for the recovery of money damages, civil penalties, personal property, or other relief allowed by law. The claim can be for no more than \$ 20,000, excluding statutory interest and court costs but including attorney fees, if any. Small claims cases are governed by Rules 500-507 of Part V of the Rules of Civil Procedure.

DEBT CLAIMS: A debt claim case is a lawsuit brought to recover a debt by an assignee of a claim, a debt collector or collection agency, a financial institution, or a person or entity primarily engaged in the business of lending money at interest. The claim can be for no more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any. Debt claim cases in justice court are governed by Rules 500-507 and 508 Part V of the Rules of Civil Procedure.

COURT COST: Filing fee is currently \$54.00, & service is \$90.00 for service in Gregg County. **If the Defendant is located in a different County, please contact that County for the correct amount of service, required form of payment, payable to whom, and address the issued citation needs to be mailed.**

VENUE: General Rule. Generally, a defendant in a small claims case or a debt claims case is entitled to be sued in one of the following venues:

- A. The county and precinct where the defendant resides;
- B. The county and precinct where the incident, or the majority of incidents, that gave rise to the claim occurred
- C. The county and precinct where the contract or agreement, if any, that gave rise to the claim was to be performed; or
- D. The county and precinct where the property is located, in a suit to recover personal property.

PREPARATION FOR FILING A SMALL CLAIMS SUIT

The **responsibility for filling out your petition and civil case information sheet rests with you.** Court clerks will assist you if you have **procedural questions.**

1. It is the Plaintiff's duty to provide the correct legal name and address of the person or business your claim is against. There are typically three proper names, they are as follows:

PERSONALLY: Where an individual is responsible to you for damages he/she may have caused you as an individual.

PROPRIETOR OR PARTNERSHIP is a business that is not incorporated, but has filed an “Assumed Name” with the County Clerk. e.g. *John Smith D B A Greenhouse Supplies*. To determine whether a company or individual has an assumed name, contact the County Clerk’s Office in the County where the company is located.

CORPORATION: The business which has allegedly caused you damage is incorporated and therefore it is necessary to know the individual’s name who will be able to accept service on behalf of the corporation. (**The registered agent for service** would be listed with the Secretary of State whose phone number is 1-800-252-1386 or on the internet at the Texas Comptroller of Public Accounts Certification of Account Status Corporation Search www.window.state.tx.us go to the “I Want” section and click on Obtain a Certificate of Account Status) e.g. *Greenhouse, Inc. by serving John Smith*

2. It is the Plaintiff’s duty to provide the correct address and place of employment or a location where service of a citation may be served by the Constable or Sheriff’s office. **No post office box will be accepted. No rural route will be accepted without complete and clear directions.**

3. To complete the filing process, Original Small Claims Petition, and a Service Members Civil Relief Act Sec. 201(b) will be needed and signed by the Plaintiff, forms attached. **If filing by mail, the Military Status Affidavit Servicemembers Civil Relief Act Sec. 201(b) signature will need to be notarized.**

Instructions: The Servicemembers Civil Relief Act applies to a civil proceeding in the Justice Courts. Before entering a default judgment against an individual defendant, the plaintiff must file with the court an affidavit stating whether or not the defendant is in the military service, showing necessary facts to support the affidavit, or stating that the plaintiff is unable to determine whether or not the defendant is in military service, if that is the case. The requirement for an affidavit may be satisfied by a written, signed document declared to be true under penalty of perjury. If it appears that the defendant is in military service, the court may not enter a judgment until after the court appoints an attorney to represent the defendant. If the court is unable to determine if the defendant is in military service, the court may require plaintiff to file a bond in an amount approved by the court. A person who makes or uses an affidavit under this Act knowing it to be false, may be fined or imprisoned or both. 50 U.S.C. App. 501 et seq. To obtain certificates of service or non-service under the Servicemembers Civil Relief Act, you may access the public website: <https://scra.dmdc.osd.mil/scra/#/home>. This website will provide the current active military status of an individual

4. At any time, after the suit is filed with the Court, if the Defendant comes in and pays off the debt, **PLEASE NOTIFY** the clerk so a Dismissal or Release can be prepared and signed by the Plaintiff.

5. It is up to you to contact the court of any address changes that occur during this process.

DISCOVERY:

Pretrial Discovery. Pretrial discovery is limited to that which the judge considers reasonable and necessary. **Any request for pretrial discovery must be presented to the court for approval by written motion. The motion must be served on the responding party.** The discovery request must not be served on the responding party unless the judge issues a signed order approving the request. Failure to comply with a discovery order can result in sanctions.

REPRESENTATION:

You, as an individual, may represent yourself in Justice Court or you may have an attorney represent you.

ANSWER:

The Defendant in the suit is commanded to answer the Court, **in writing**, fourteen (14) days from the date the citation is served upon him.

Once the Defendant is served the clerk will notify you by phone of their answer due date. On the Defendant's answer date, two things can happen:

- A. If the Defendant in your suit files a written answer, the court will set a trial date approximately seven to eight weeks after answer date. Notice will be mailed to the Plaintiff and Defendant stating the date and time to appear. It is up to you to contact the court of any address changes that may have occurred.
- B. If the Defendant in your suit fails to make an answer, then a Plaintiff who seeks a default judgment against a Defendant **must request a hearing and file a CERTIFICATE OF LAST KNOWN ADDRESS.** The purpose of this hearing is for you to prove up your damages in the suit.

TRIAL BY JUDGE OR JURY:

Any party is entitled to a trial by jury. A written demand for a jury must be filed no later than 14 days before the case is set for trial. A party demanding a jury must pay a fee of \$22.00. If the demand is not timely, the right to a jury trial is waived.

AFTER JUDGMENT:

THIS COURT DOES NOT COLLECT THE JUDGMENT FOR YOU.

If you receive a judgment and the defendant does not make a motion for a new trial with a **filing fee of \$54.00** within *14 days* or appeal the case within *21 days* after the judgment is signed, the following remedies are available:

- **ABSTRACT OF JUDGMENT:**

If Plaintiff so desires he/she may get an Abstract of Judgment from the clerk. The fee is \$5.00. The Abstract of Judgment will need to be filed with the County Clerk. This will be recorded on the Defendant's credit history.

- **WRIT OF EXECUTION:**

If you are granted a judgment against the defendant AND if the defendant does not appeal within 21 days, you may request a Writ of Execution any time after the 30th day after the judgment is signed. A Writ of Execution enables a Sheriff or Constable in the State of Texas to seize nonexempt property from the Defendant in order to satisfy the judgment. The fee is \$180.00, if the Defendant resides in Gregg County. The clerk will notify the Plaintiff when the Writ has been returned.

**PLEASE CONTACT THE APPROPRIATE COURT TO RECEIVE INFORMATION
PERTAINING TO YOUR SUIT FILED IN THEIR COURT.**

JUDGE B. H. JAMESON, PCT 1
101 EAST METHVIN ST., SUITE 512
LONGVIEW, TX 75601
(903) 236-8470

JUDGE B RUCE DALME, PCT 3
622 KAY ST
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