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The Self Help Legal Information Network

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www.legalinfonetwork.com

Small Claims Questionnaire

I am providing this information for the purpose of completing a Small Claims complaint. I understand if I have any questions, concerns or need legal advice I may need to contact an attorney. I understand The Self-Help Legal Information Network are not attorneys and cannot give legal advice (ie. tell me the best method for my situation, tell me what forms to complete, tell me the process, or give me their opinion). I understand that I am responsible for filing and/or serving any necessary documents unless otherwise noted.

Name

Date

Signature

Small Claims Questionnaire

Plaintiff is an: Individual Business If Business please state:
business structure: Corporation Partnership Sole Proprietor LLC
Government Facility Other _____

1. _____
Plaintiff's Full name

2. _____
Plaintiff's Address

3. Phone Number: _____(home) _____(cell)

4. _____(work) _____(other)

5. What number would you like to have on the petition? Home work cell

Other _____

If Plaintiff is a business – please name the person who is suing on behalf of Plaintiff?

Name

6. How much are you suing for: _____

7. Title or Relation to business _____

Name and address of the person you are suing - Defendant:

8. Phone Number: _____(home) _____(cell)
_____(work) _____(other)

9. Is Defendant: Individual Business

If Business please state business structure: Corporation Partnership LLC

Sole Proprietor Government Establishment Other _____

10. Why does defendant owe you money _____

11. Where and on what date was the contract or agreement made? (Address & Date)

12. Have you asked this person to pay you; if so how (phone, letter, etc.) and on what date; If not, why?

13. Have you filed more than 12 small claims within the last 12 months? Yes No

14. How much are you suing for? _____

Notice and request to Vacate Small Claims Judgment

1. What date was the Judgment entered on You? _____

2. Why didn't you appear at the court hearing? _____

COMPLETE THIS PAGE ONLY IF YOU ARE REQUESTING TO VACATE THE
JUDGMENT