

SMALL CLAIMS FILING INSTRUCTIONS

It is the Litigant's responsibility to file the required forms for the action taken. Reasonable accommodations will be provided in accordance with the Americans with Disabilities Act. You must make sure all forms are typed or completed in legible handwriting in black ink.

To file a Small Claims Action, you must file the following forms:

CIVIL INFORMATION SHEET – Fill out the information for all Plaintiff's and all Defendant's and mark the appropriate case type.

PETITION AND SUMMONS – You must fill out the Plaintiff's name, address and zip code and the Defendant's name, address, and zip code. Give a brief description of why you are filing the claim and fill out the amount of claim you are asking for. Sign and date the Petition. Also complete the **SELF REPRESENTED LITIGANT FORM** to attach to the petition.

DEFENDANT'S CLAIM – You must fill out the Plaintiff's name and the Defendant's name exactly as it appears on the petition. Nothing else on this form is to be filled out.

The filing fee (including the surcharge) to file your Petition is as follows:

\$47.50 - up to \$500.00

\$67.50 - \$500.01 to \$4,000.00

Make check payable to **CLERK OF THE DISTRICT COURT**

If you wish to mail the forms, mail them to:

Reno County District Court
Small Claims – 1st Floor
206 W 1st Ave
Hutchinson KS 67501

Effective July 1, 2013, the Sheriff will not serve any writ, process, order or notice unless it is accompanied by the \$15.00 Sheriff's service fee. **CHECKS OR MONEY ORDERS FOR THE SHERIFF SERVICE FEE SHALL BE MADE PAYABLE TO THE SHERIFF'S OFFICE IN THE COUNTY WHERE THE PARTIES ARE BEING SERVED.**

Small Claims Forms are available at <https://www.renogov.org/198/Forms>