



Fountain County Small Claims

The following are general instructions for filing pro se (without an attorney) in small claims court in Fountain County. Please do not substitute these instructions as legal advice. **IF YOU ARE UNSURE OF HOW TO FILE ON YOUR OWN, PLEASE SEEK THE ADVICE OF AN ATTORNEY.**

- Read the small claims manual online. Are you eligible to file your claim in Fountain County? Are you within the statute of limitations? Familiarize yourself with the terminology.
- Print the Notice of Claim and the Affidavit of Debt, complete both forms and make the appropriate number of copies.
- File paperwork with the Clerk's office. For the initial filing, you will be provided with a court date that will be 3-4 weeks from the date of filing. All subsequent filings, the court will set a date.
- Pay the filing fee. (See chart below) Forms of payment: Cash, money order or company check.
- Show up for your court hearing at least 15 minutes early – present your case to the court.
- The courts are now electronic (without paper), it is advisable but not required to have a valid e-mail address for notifications.

Type of Service and number of copies required to file with the court

- Service by Sheriff: File original Notice of Claim and Affidavit of Debt
- Service by Certified Mail: File original Notice of Claim and Affidavit of Debt, the 1st mailing will be paid for by the Clerk's office, any subsequent certified mailing will be paid for by the plaintiff.

Filing Fees

- Notice of Claim with one (1) named defendant: \$97.00
- Each additional defendant: \$10.00
- Sheriff Service Fee: \$28.00
- One time Post Judgment Service Fee \$28.00

Other Small Claims Procedures (please read in manual)

- Proceedings Supplemental
- Interrogatories
- Rule To Show Cause