

## SMALL CLAIMS PROCEDURES CHECKLIST CLAY COUNTY COURT DIVISION D

*Please review the following checklist carefully, as Small Claims procedures have changed in Division D. The following list outlines the responsibilities of the Plaintiff in order to proceed with a Small Claims case in Division D.*

- File the Complaint or Statement of Claim.
- Send a summons to the Defendant.
- File the return of service with the Clerk of Court.
- **If defendant is properly served, you will notify the mediator the case is ready for mediation and send contact information for both parties to the mediator.** (904)-255-1090. [CarolW@coj.net](mailto:CarolW@coj.net). (Email Preferred)
- If the case is resolved in mediation, send any necessary documents to the Court for review and sign within 30 days. File all relevant documentation for the case on the Clerk's docket.
- **If the case is not resolved in mediation, call the Court to set a pretrial conference.** (904)-278-4730. [BishopM@ClayClerk.com](mailto:BishopM@ClayClerk.com). (Email preferred)
- **Notice the defendant for the pretrial conference.**
- After the case is resolved, send any necessary documents to the Court for review and sign within 30 days. File all relevant documentation for the case on the Clerk's docket.
- This cause shall be dismissed within 120 days if defendant is not properly served and there is no good cause shown.