

INSTRUCTIONS FOR STATEMENT OF CLAIMS

A Statement of Claim is the form used to file a Small Claims case for monetary purposes only. **You must have the complete name and address of the person(s) being sued.** A brief explanation is required, and any supporting documents are to be attached. A pre-trial date will be set, and you will need to appear at that time along with the defendant for the Judge to hear your case. If you are awarded a Judgement, the Judge will add all costs incurred in filing the case. These costs need not be included in your claim. This form is accompanied by a Plaintiff's Statement.

Contact the Civil Law Department by phone at (904) 284/269-6363 if you have any questions regarding completing this form.



IN THE COUNTY COURT
IN AND FOR
CLAY COUNTY, FLORIDA

Plaintiff

-VS-

CASE NO. _____

Defendant

STATEMENT OF CLAIM

Plaintiff, _____, sues defendant
_____, and alleges and says:

Plaintiff

THE AMOUNT OF THIS CLAIM IS \$ _____

WHEREFORE, Plaintiff demands judgment for damages against defendant

**DO NOT WRITE ON THE BACK OF THIS FORM. IF YOU NEED ADDITIONAL SPACE, PLEASE
CONTINUE ON A SEPARATE SHEET OF PAPER.**