

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.
- **Notify the mediator the case is ready for mediation and send contact information for both parties to the mediator.** rhenkle@coj.net. (904)-255-1090 (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.** BishopM@ClayClerk.com. Or 904-278-4730. (EMAILED 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.

*Florida Rule of Civil Procedure 1.170(j) applies once the Defendant is served. If the Defendant fails to appear for mediation or any subsequent hearing after proper notice, a default may be entered.