

SMALL CLAIMS FILING INFORMATION

*Effective 11-28-2023, all filings **must** be submitted to the court via electronic filing on MiFILE TrueFiling at <https://mifile.courts.michigan.gov/login> If you are seeking an exemption from electronic filing, you must fill out and file the MC 100 exemption form, which is subject to judicial review.*

WHAT IS SMALL CLAIMS COURT?

Small claims court is designed to quickly decide disputes involving amounts of \$7,000 or less. In small claims court, you give up your right to a jury trial, to be represented by an attorney, and your right to an appeal beyond this court.

WHAT CAN I SUE FOR IN SMALL CLAIMS COURT?

You can sue only for money damages in small claims court up to \$7,000. You may have a valid claim for more than \$7,000, but a judgment in small claims court cannot exceed \$7,000.

CAN I COLLECT IF I WIN?

The simple fact that the court decides in your favor does not automatically mean that the defendant will pay the judgment and costs. The court can only award judgment for money. You may have to take additional legal steps (i.e. garnishments, property seizure, etc.) to obtain your money. In the end, success in collecting may depend on whether the other party has the money to pay you.

REQUIRED FORMS FOR FILING:

- Affidavit and Claims Small Claims ([Form DC 84](#))

Optional: Any photos, exhibits, police reports, etc.

IMPORTANT NOTE: Please be sure your Affidavit and Claim form has a notarized signature or a signature witnessed by a court clerk **before** uploading/filing your paperwork. If any forms are incomplete, missing a notarized/witnessed signature, or illegible, your case will be rejected.

FILING FEE INFORMATION:

- \$30 filing fee for claims up to \$600.00
- \$50 filing fee for claims \$600.01-\$1,750.00
- \$70 filing fee for claims \$1,750.01-\$7,000

SERVING THE OTHER PARTY AFTER YOUR PAPERWORK IS SUBMITTED: Once the court has processed your case, you will receive an electronic notification that your paperwork has been issued and assigned a permanent case number. **You are responsible for arranging the service of your paperwork upon your defendant/s once your paperwork has been issued.** Below are some options you have for service:

- ❖ Certified mailing sent by court- For a fee of \$18 per defendant, the court will mail the paperwork via certified mail. If you choose this option, you must pay the mailing fee to the court in person and submit a signed, written request for certified mail service (form available on website).
- ❖ Personal service by a bonded court officer- A list of court officers and their contact information is available [here](#) for your convenience. Service fees are variable based on mileage, attempts, etc. The court officer will bill you directly for their services.
- ❖ Personal service performed by a legal adult who is not involved in the case and is proficient in legal process service procedures.

NOTE: Members of court staff are prohibited by law from giving any kind of legal advice. Additional information can be found at www.michiganlegalhelp.org