FILING DIRECTIONS – **SMALL CLAIMS MOTION**

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| ***FORMS (& copies) YOU NEED:*** | ***COSTS/FEES:*** |
| ***Forms:**** *Summons and Complaint, Small Claims* (Original + 4 copies)
* *Declaration of Non-Military Service* (One copy for each person/business you are suing – no additional copies needed)

***(optional) Fee Waiver forms:**** *Petition for Waiver of Fees & Costs – Affidavit of Indigency* (Original only)
* *Order on Petition for Waiver of Fees & Costs* (Original only)
 | ***Filing Fee:**** $98 ($0 with an approved Fee Waiver)

***Service Fee (through Milwaukee County Sheriff):**** $90 ($0 with an approved Fee Waiver)
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| ***GETTING A COURT DATE: General Process*** |
| 1. ***Get everything you need to file.*** All originals & copies must be single-sided. Bring money for the costs/fees and bring your photo ID if you need to get documents notarized. If you are using a Fee Waiver, bring proof of income or public assistance.
2. ***File everything in person at the courthouse*** (901 N. 9th St, open Monday-Friday from 8:30am-4:30pm).
* Room 609 🡪 If you’re using a Fee Waiver, get it approved.
* Room 104 🡪 File the documents.
	+ - Show your approved Fee Waiver or pay the filing fee.
1. ***Serve each party you are suing.*** You need to have them served with a copy of the motion you filed (with the hearing date on it) at least 8 business days before your hearing.
2. ***Mail the letter to the respondent (?)***
3. ***Attend your hearing.*** If it is a remote hearing (through the Zoom video conferencing app), the court will give you instructions on how to join.
4. Take the publication summons to the newspaper and publish?
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| ***QUESTIONS?*** |
| * *Helpline?*
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