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?* |