

# NOTICE REGARDING SMALL CLAIMS COURT

Court's instructions to Plaintiff and Defendant:

## **Plaintiffs**

The following must be served on the defendant prior to the Pre-Trial Hearing/Mediation Conference:

- Notice of Small Claim
- ALL documents filed WITH the Notice of Small Claim
- Notice Regarding Small Claims Court
- A copy of the courts Small Claims Rules

✚ Proof of service of small claim and documents shall be filed with the court prior to the Pre-Trial Hearing/Mediation Conference

✚ Plaintiffs' appearance at the Pre-Trial Hearing/Mediation Conference is mandatory; failure to attend will result in dismissal of the claim

- Plaintiff shall bring 3 copies of their evidence to the Pre-Trial Hearing/Mediation Conference

## **Defendants**

Defendants' appearance at the Pre-Trial Hearing/Mediation Conference is mandatory; failure to attend may result in judgment being entered against defendant

- Defendants shall bring 3 copies of their evidence to the Pre-Trial Hearing/Mediation Conference