

Washington Parish Clerk of Court
Johnny D. Crain, Jr., Clerk of Court

P.O. BOX 607 FRANKLINTON, LA 70438

985-839-4663 FAX (985) 839-2925

WEBSITE: www.wpclerk.org

PROCEDURES FOR FILING SMALL CLAIM SUIT

YOU ARE ACTING AS YOUR OWN ATTORNEY. IT'S YOUR RESPONSIBILITY TO DO THE FOLLOWING:

1. Fill out the attached petition as it pertains to your situation.
2. The initial filing fee is \$175.00 for one defendant and \$75.00 for each additional defendant.
3. The filing limit is \$5000.00 (court cost are not included in this amount)
4. All requests must be done in writing and you have to check the status of your own lawsuit. Always have you case number available when checking the status of your case.
5. Once you file your suit, our office issues a citation to the Sheriff to be served on the defendant. Once the defendant is served, they have (10) ten days to file a response to your lawsuit. You must at that time request that your case be Set for Trail. There is a \$75.00 charge to do this. You may also issue a subpoena to witnesses if you feel necessary the charge for that is \$75.00 in parish or \$125.00 outside the parish.
6. If the defendant does not answer within the (10) ten day period, you may request the entry of a preliminary default. There is a \$25.00 charge to file this pleading. Three (3) days after this is done, you may then request that a judgment be entered against the defendant. There is a \$75.00 charge for doing this for one (1) defendant and each additional defendant is \$75.00. After you receive a Judgment you may seek an attorney of your choice to issue a garnishment of wages or seize property we will not provide any information on doing a garnishment.

**22ND JUDICIAL DISTRICT COURT PARISH OF WASHINGTON
STATE OF LOUISIANA**

DOCKET # _____

DIVISION “____**”**

VERSUS

FILED: _____

DEPUTY CLERK: _____

SMALL CLAIM SUIT

The petition of _____ desire to file suit against
_____ whose address is

For the amount of \$ _____ with legal interest from the date of judicial demand and all costs of
these proceedings

Wherefore, _____, plaintiff in proper person, prays that the defendant be cited and
served and that after due proceedings are had there be a judgment in favor of plaintiff and against defendant in
the full sum of \$ _____. Plus legal interest thereon from the date of judicial demand until paid
and for costs of these proceedings.

Requested by:

Signature _____

Printed Name: _____

Address: _____

Telephone: _____

Date: _____

Please serve defendant

Name _____

Address _____

Parish of Washington

State of Louisiana

Before me, the undersigned authority personally came and appeared plaintiff, who stated that all allegations contained in the foregoing petition are true and correct to the best of his/her information and knowledge.

Plaintiff

Sworn and subscribed before me this _____ day of 20_____