

**NOBLE COUNTY CLERK
SUPERIOR COURT DIVISION 2
SMALL CLAIMS
101 N ORANGE ST
ALBION IN 46701
260-636-2736**

ENCLOSED YOU WILL FIND THE SMALL CLAIM FORMS YOU REQUESTED. PLEASE LOOK AT THE SAMPLE OF SMALL CLAIM ON THE FOLLOWING PAGE. THE AMOUNT YOU ARE FILING FOR CANNOT GO OVER \$6000.00 WITHOUT AN ATTORNEY. IF YOU ARE A BUSINESS, \$1500.00 + FILING FEE IS THE MAXIMUM AMOUNT YOU CAN FILE FOR W/O AN ATTORNEY.

THE COST FOR FILING A SMALL CLAIM IS **\$96.00 + \$10.00** each additional defendant and if serving by Sheriff add **\$25.00** for Sheriff Service Fee, DUE AT TIME OF FILING.

NO PERSONAL CHECKS. Money order must be made payable to Noble County Clerk.

ALL PAPERWORK MUST BE COMPLETED AND ALL COPIES RETURNED TO THE CLERK'S OFFICE TO PROCESS. WE NEED TO KNOW IF YOU WANT US TO HAVE THE SHERIFF SERVE THE PAPERWORK TO THE DEFENDANT(S) OR HAVE IT SERVED BY CERTIFIED MAIL.

INSTRUCTIONS FOR SHERIFF SERVICE:

1. A \$25.00 SHERIFF SERVICE FEE IS REQUIRED AT TIME OF FILING
2. MUST HAVE A PHYSICAL ADDRESS FOR DEFENDANT, CANNOT SERVE A POST OFFICE BOX
3. ORIGINAL NOTICE OF SMALL CLAIM & 3 COPIES (ADDITIONAL COPIES NEEDED IF MORE THAN 1 DEFENDANT)
4. SHERIFF FACE SHEET, COMPLETE AS MANY OF THE LINES YOU CAN
5. WRITE YOUR NAME AND ADDRESS ON THE ENVELOPE PROVIDED

(NOTE: IF DEFENDANT LIVES OUTSIDE OF INDIANA, WE CAN TRY CERTIFIED MAILING OR YOU WILL NEED TO CONTACT THE SHERIFF DEPT FOR THAT PARTICULAR COUNTY IN THAT STATE FOR SERVICE FEES BEFORE FILING YOUR CLAIM.)

INSTRUCTIONS FOR CERTIFIED MAIL SERVICE:

1. CAN BE SERVED TO PHYSICAL ADDRESS OR POST OFFICE BOX
2. ORIGINAL NOTICE OF SMALL CLAIM & 2 COPIES (ADDITIONAL COPIES NEEDED IF MORE THAN 1 DEFENDANT)
3. FOLLOW EXAMPLE FOR COMPLETING GREEN CARD AND SLIP, ONE CARD AND SLIP REQUIRED FOR EACH DEFENDANT
4. WRITE DEFENDANTS NAME AND ADDRESS ON ONE OF THE ENVELOPES. AGAIN ONE FOR EACH DEFENDANT
5. WRITE YOUR NAME AND ADDRESS ON THE ENVELOPE PROVIDED

IT WILL TAKE 2-3 DAYS TO PROCESS YOUR SMALL CLAIM. AT THAT TIME WE WILL SEND YOU A COPY OF THE NOTICE OF SMALL CLAIM WITH THE DATE AND TIME OF YOUR HEARING. YOU WILL NEED TO BE HERE ON THAT DAY. SUPERIOR COURT DIVISION 2 IS LOCATED ON THE 3RD FLOOR OF THE COURTHOUSE. SIGN-IN WITH THE BAILIFF AT THE NORTH END OF THE BUILDING.