

HELPFUL HINTS BEFORE FILING A SMALL CLAIMS ACTION

Three criteria must be met before filing:

1. Amount owed must be under \$7,000,
2. Defendant must live in Beaverhead County,
3. A Certified Letter Of Demand must be sent.

In the Certified Letter Of Demand, it must state the following:

1. The amount you believe is owed to you,
2. A specific deadline (usually 10 days from date of letter) that you expect to hear from them or be paid,
3. That you are prepared to go to Small Claims Court should you not hear from them.

There are costs you should be aware of:

1. Small Claims packet - \$3.00 payable to Beaverhead County Justice Court.
 - These forms are available for free online at:
<https://beaverheadcountymt.gov/justice-of-the-peace/>
2. Small Claims filing fee - \$30.00 payable to Beaverhead County Justice Court.
3. Service Fee - \$75.00 payable to the Beaverhead County Sheriff's Office.

You may recover the \$30.00 filing fee and the \$75.00 service fee should you prevail in the case.

When filling out the paperwork, you must add "Plus Court Costs" to the amount you are suing for.