

**FILING A SMALL CLAIMS CASE
CIRCUIT COURT in the 2nd JUDICIAL DISTRICT
ALBANY COUNTY, WYOMING
525 GRAND AVENUE, ROOM 400
LARAMIE, WYOMING 82070**

The forms for filing a Small Claims action are two pages. Both pages are required for submission of a claim. Print all of the forms and then please type or print LEGIBLY.

You are the PLAINTIFF. The person(s) you are suing is the DEFENDANT. **This person (or entity) must be located in Albany County, Wyoming.**

Complete the SMALL CLAIMS AFFIDAVIT first, entering the PLAINTIFF and the DEFENDANT.

- Paragraph 1. Your name (PLAINTIFF, or whomever is signing the form)
The dollar amount you are claiming
An explanation of your claim, making a clear and itemized statement justifying your claim. You may add additional sheets, if necessary.
- Paragraph 3. Complete the information requested for the DEFENDANT.
- Paragraph 4. Sign the form before a NOTARY PUBLIC or before the COURT CLERK.
Complete the information requested for the PLAINTIFF.

Be sure to READ the NOTICE at the bottom of the form.

Next, fill in the following on the SUMMONS WITH RETURN:

PLAINTIFF
DEFENDANT

In the box marked "To the Sheriff of Albany County", fill in the Name of DEFENDANT (person to be served) as well as a residence address (NOT a Post Office Box) and business or employment address, if known.

You do not need to retain an attorney for Small Claims Court.

You **MUST** appear in court to support your claim, or it will automatically be dismissed.

PLEASE NOTE: The statutory limit for claims in Small Claims Court is \$6000.00.

FILING FEES:

The filing fee in Circuit Court for Small Claims is **\$10.00**. The Albany Co. Sheriff's Office charges **\$50.00** to serve your papers. **Please pay their office directly. If filing by mail, please submit SEPARATE checks for these two charges when you file your claim with the Court as well as a self addressed stamped envelope.** Be sure to return **BOTH** of the forms to the Court. Once the filing is completed, the Court will provide you with a copy and receipt.