

FEES FOR CIVIL AND SMALL CLAIMS COURT

ONLY MONEY ORDERS AND CASHIER’S CHECKS ARE ACCEPTED IN THIS OFFICE. Due to office polity, the Clerk’s office does **NOT** accept cash, personal checks, credit cards, debit cards, etc.

Fees related to the service of complaints and garnishments **are not** accepted.*

SMALL CLAIMS FILING FEE....\$25.00 For those wanting to sue an individual or a corporation with three (3) or less shareholders.	CIVIL FILING FEE..... \$35.00 For those wanting to sue an attorney, a lending business, or a corporation with four (4) or more shareholders.
WRIT OF GARNISHMENT.....\$10.00	WRIT OF EXECUTION.....\$10.00
APPEAL TRANSCRIPTS..... \$ 5.00	CERTIFIED COPIES.....\$ 5.00

***SERVICES FEES FOR COMPLAINTS AND GARNISHMENTS WILL VARY, DEPENDING ON HOW YOU CHOOSE TO HAVE THE DEFENDANT(S) OR GARNISHEE(S) SERVED. THESE FEES ARE SEPARATE FROM THE COURT’S FILING FEES, AND MUST BE PAID DIRECTLY TO EITHER OF THE FOLLOWING:**

- ❑ **SHERIFF’S OFFICE OF THE COUNTY WHERE SERVICE IS TO BE MADE** – for inquiries concerning the service process within **PULASKI COUNTY**, please contact the Pulaski County Sheriff’s Office Judicial Division at (501) 340-8450. Their service fee is **\$50.00 per person**, payable only by cash, money order or cashier’s check. For service in another county, please contact the Sheriff’s office in that particular county.
- ❑ **PRIVATE PROCESS SERVER**
- ❑ **U.S. POSTAL SERVICE** – Certified mail with a return receipt and **restricted delivery.**

WHEN FILING YOUR CLAIM/COMPLAINT, YOU MUST:

Provide two (2) sets of proof to validate your claim (copies of contracts, receipts, invoices, estimate, police reports, etc.). One set is for the Court’s file and the additional set is for the Defendant. If more than one Defendant is listed on your Complaint, you will need additional sets. If you request the Clerk’s Office to make copies for you, you will be charged 25 cents per copy. Please have exact change.

- ❑ **BRING YOUR FILING FEE, PAYABLE TO LITTLE ROCK DISTRICT COURT.**
- ❑ **BRING YOUR SERVICE FEE.** See the options listed above.
- ❑ **FILE YOUR CLAIM PRIOR TO 4:00 PM MONDAY THROUGH FRIDAY.**
Money is not accepted after this time.

WHEN FILING COMPLAINTS AND GARNISHMENTS AT THE SAME TIME, two (2) separate money orders or cashier’s checks are required – one for complaints and one for garnishments.

To Obtain an **AGENTS NAME AND ADDRESS FOR SERVICE OF A BUSINESS**, you may contact the **SECRETARY OF STATE'S OFFICE AT (501) 682-5151**.

BY LAW, THE CLERKS ARE NOT PERMITTED TO GIVE ANYONE LEGAL ADVICE. Please consult an attorney to discuss any legal questions you may have.

YOUR INITIAL CLAIM AMOUNT CANNOT EXCEL \$5,000.00.

CIVIL/SMALL CLAIMS IS LOCATED AT 600 WEST MARKHAM STREET, LITTLE ROCK, AR 72201 – TELEPHONE NO. 371-4529. COURT IS IN SESSION EVERY TUESDAY AT 1:30 PM.