

Getting Started

Small Claims Complaint

IMPORTANT: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to file a *Small Claims Complaint*. Your use of the forms does not guarantee you will be successful in court.

To learn how to fill out the forms and file them with the court, read the *HOW TO FILE & SERVE A SMALL CLAIMS COMPLAINT & SMALL CLAIMS SUMMONS* instruction sheet and the instructions on the forms.

Names of forms:	<ul style="list-style-type: none">• <i>Small Claims Complaint</i>• <i>Additional Reasons (Small Claims Complaint)</i> (if needed)• <i>Additional Defendants (Small Claims Complaint)</i> (if needed)• <i>Small Claims Summons</i>• <i>Letter to Sheriff (Serving a Small Claims Summons and Small Claims Complaint)</i>• <i>Small Claims Order</i>
Purpose of the forms:	To sue a person or business for \$10,000 or less.
Types of cases the forms CAN be used for:	These forms can only be used in civil cases seeking money damages in the amount of \$10,000 or less.
Types of cases the forms CANNOT be used for:	Criminal cases, evictions, foreclosures, family cases, injunctions, civil cases seeking more than \$10,000, and all cases asking for something other than money.
Cost to file the forms:	There is a fee for filing. If you cannot afford to pay the filing fee, you can ask the court to file for free or at a reduced cost by filling out and filing the <i>Application for Waiver of Court Fees</i> found at illinoiscourts.gov/documents-and-forms/approved-forms .
Special information or papers needed to complete the forms:	If you are suing because a person or business has broken a written agreement you have with them, you must attach a copy of the agreement to the <i>Small Claims Complaint</i> , if you have it.
Statutes and rules covering the forms:	Illinois Supreme Court Rules 101, 281-289 735 ILCS 5/2-603-606
Where to find the forms and instruction sheet:	illinoiscourts.gov/documents-and-forms/approved-forms
For more information:	Read the <i>HOW TO FILE & SERVE A SMALL CLAIMS COMPLAINT & SMALL CLAIMS SUMMONS</i> instruction sheet that comes with these forms. You may also find more information, resources, and the location of your local legal self-help center at illinoislegalaid.org .