

# SMALL CLAIMS CASE TIMELINE

**PLAINTIFF FILES CASE**

**DEFENDANT NOT SERVED**

**DEFENDANT SERVED**

Plaintiff returns to Clerk's Office  
with a new address for service

**DEFENDANT FILES ANSWER**

**DEFENDANT DOES NOT FILE  
ANSWER**

**ANSWERS "ADMIT"**

**ANSWERS "DENIES/CONTESTS"**

**ANSWERS "DENIES VENUE"**

**PLAINTIFF FILES FOR  
DEFAULT JUDGMENT**  
(Need supporting documents  
and forms)  
\*\$50.00 fee for amount  
over \$3,000.00\*

Judge awards a Judgment

Judge sets case for court

Case is transferred to proper venue

Plaintiff comes to court/then Judge makes a ruling

Dismissal by the Judge

Judgment made by the Judge