

SMALL CLAIMS (for Tyler County Justice Court)

NOTICE Read over your paperwork carefully and complete all forms included in the packet. If you fail to provide ALL of the information required, the case may be dismissed. Refer to the Self Help Resources for assistance.

The Judge and Clerks are prohibited from providing legal advice or assisting in filling out forms.

- If you are a Pro Se Litigant (Not represented by an Attorney), it is your responsibility to be familiar with the laws that govern Small Claim Suits. A copy of the Texas Rules for Civil Procedure (Sec. 500-506 covers Small Claims) is provided in our office for your review during normal business hours. You may also access the links on our website at co.tyler.tx.us under Justice of the Peace, The Court CANNOT assist you with your case. Utilize the resources provided.
- Forms are located on our website under Justice of the Peace, Civil Court Forms. You must provide the court with 1 original, 1 copy for your records, and 1 copy per defendant (if 2 defendants will be served, then you must provide a copy for each of them) of the petition and all documents supporting the petition.
- Defendant(s) have 15 days to answer the Court from the date they are served. If an answer is filed with the Court, the Court will proceed accordingly. If a party does NOT answer the Court, you may request a hearing in writing following the deadline to answer.
- The Judge cannot discuss your case outside of the hearing. Make sure you bring all evidence supporting your case to the hearing.
- The Constable does NOT serve Out of County Citations. Please notify the clerk if the Party you are suing will not be served in Tyler County.
- If your suit is settled out of court and you no longer wish to come to your hearing, please file it in writing with the Court. You may use the form for Non Suit located on our website if you wish.

Court Fees:

Filing of Petition \$ 46.00

Writs \$5.00

Abstract of Judgement \$5.00

Constable Fees:

Service of Citation \$ 75.00 per defendant

Service of Writs \$150.00