

**Small Claims Application**

**Checklist**

1. Have you completed the total amount of claim?
2. Have you completed the details of your claim, including the date the claim arose?
3. Have you signed and dated the Statement of Truth?
4. Have you included the correct Court fee? (See fees note attached)
5. Have you provided an additional 2 copies of your application form and any accompanying documentation? (plus additional copy for each respondent if there is more than 1)
6. If the respondent's address is outside NI have you completed the additional documentation required? (See Outside Jurisdiction Information).

**Please note if information is missing or copies are not provided your application will be returned.**

Are you also aware the Consumerline may be able to offer some assistance with consumer issues? Please find their contact details below:

Telephone 030 0123 6262

Website: [www.consumerline.org](http://www.consumerline.org)

Text Phone: 028 9052 9304

Details of other agencies are available at page 47 of the Small Claims Guide.

If you have any queries regarding your claim please contact the Civil Processing Centre.