

ALEXANDRIA CITY COURT  
SMALL CLAIMS DIVISION  
515 Washington Street  
P.O. Box 30  
Alexandria, La 71309  
(318) 449-5148

**STATEMENT OF CLAIM AND CITATION**  
R.S. 13:5200 et seq.

**SUIT NUMBER** \_\_\_\_\_

**PLAINTIFF**

**VERSUS**

**DEFENDANT**

(By signing this petition, I verify that I have read and understand  
the Court's publication: "How to use the Small Claims Division.")

\_\_\_\_\_  
FULL NAME OF PARTY BEING SUED

\_\_\_\_\_  
FULL NAME OF SUING PARTY

\_\_\_\_\_  
NAME OF OWNER IF SUING A COMPANY

\_\_\_\_\_  
DAYTIME PHONE

\_\_\_\_\_  
STREET ADDRESS OF DEFENDANT

\_\_\_\_\_  
STREET ADDRESS OF PLAINTIFF

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
DAYTIME PHONE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
OTHER ADDRESS FOR DEFENDANT

\_\_\_\_\_  
CITY, STATE, ZIP CODE

**PLAINTIFF CLAIMS THE FOLLOWING RELIEF FROM DEFENDANT** (Short Statement of Plaintiff's claim and reasons.) If claim is for money, state the date and manner in which indebtedness arose. If claim is for movable property, give description, location, and value. Attach copies of any written supporting documents.

Amount sued for \$ \_\_\_\_\_ plus legal interest and court costs.

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

**NOTICE TO ALL PARTIES:** During the pendency of this lawsuit, the Court will contact you at the above address and phone number that you have provided. **If either address or phone number should change, you must notify the Court immediately.**

\_\_\_\_\_  
*SIGNATURE OF PLAINTIFF*

**FILED:** \_\_\_\_\_

If there is an attachment check here \_\_\_\_\_

Deputy Clerk of Court

PLEASE SERVE DEFENDANT/AGENT:

\_\_\_\_\_  
AT: \_\_\_\_\_  
\_\_\_\_\_

**CITATION - PAGE 2**

La.R.S. 13:5204(b)

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**\* \* \* A T T E N T I O N \* \* \***

This lawsuit is filed in the Small Claims Division.

The ordinary rules of evidence do not apply in the Small Claims Division.

If you lose in the Small Claims Division, you have no right to appeal the Court's decision.

You may have this case transferred to the regular Civil docket. To do so, you must file a written notice of that intent to transfer with the Clerk of the Small Claims Division within ten (10) days, including weekends, of receiving this notice, and pay a transfer fee of \$50.00.

If you are unsure of what to do, you should talk with an attorney about it immediately.

If you want to contest this claim, you must decide whether or not you want the case to remain in the Small Claims Division. The advantages of the Small Claims Division are that trial procedures are not strictly enforced and the formal rules of evidence do not apply. The disadvantage is that there is no appeal from the decision upon the case. You do not need a lawyer, but if you wish to retain one, you may do so. Corporations, partnerships and other legal entities may defend themselves through a duly authorized partner, shareholder, officer or employee on any claim not exceeding \$5,000.00, if the basis of the suit involves an open account or promissory note. In all other such cases, an attorney is required to represent these entities.

If you decide to contest this claim in the Small Claims Division, you must contact the Clerk of the Small Claims Division in writing within ten (10) days, including weekends, of receiving this notice. **(Note: If you are a defendant, served through the Secretary of State, and wish to contest this claim, you must contact the Clerk of the Small Claims Division in writing within fifteen (15) days, including weekends, of receiving this notice. If you are a defendant, served via long-arm, and wish to contest this claim, you must contact the Clerk of the Small Claims Division in writing within thirty (30) days, including weekends, of receiving this notice).** To do so, use the form which is provided entitled "Defendant's Answer."

If you plan to file a reconventional demand (counterclaim) against the Plaintiff in an amount exceeding \$5,000.00 you must have the case transferred to regular Civil Docket and pay the appropriate fee.