Lora C. Bell
Clerk of Court, Washington County
Post Office Box 647
Chipley, Florida 32428
(850) 638-6285

SMALL CLAIMS

RETAIN COPIES OF ALL FORMS FILED FOR YOUR OWN RECORDS.

DOCUMENTS MUST BE LEGIBLE, TYPE WRITTEN OR LEGIBLY HANDWRITTEN IN BLACK OR BLUE INK.

FILING FEES:

Claims $100 or less	**$55.00**
Claims $101 to $500	**$80.00**
Claims $501 to $2,500	**$175.00**
Claims $2,501 to $8,000	**$300.00**

Summons issuance fee: **$10.00 per defendant**

Copies:	**1 Defendant**	**$6.00**
	2 Defendants	**$12.00**

(Additional copies are $1 per page)

Payable by cash/ check/ cashier's check/ money order/ credit card (MasterCard, Visa, American Express, Discover)

IN ADDITION to the above mentioned filing fee and summons issuance fee, a fee is required to serve each defendant. The Sheriff of Washington County charges $40 for each defendant served. The Sheriff's office will accept a personal check made payable to WCSO.

************************************NOTICE************************************

This package is designed to help persons seeking to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only.

We do not guarantee that either the instructions or the forms will achieve the result desired by the parties or ensure that any individual judge will follow the procedure exactly or accept each and every form drafted. Any person using these instructions and forms does so at his or her own risk.

Please note that Florida law prevents our staff from providing legal advice.