



**CIRCUIT COURT
OF THE STATE OF OREGON
For Douglas County**

Justice Building
1036 SE Douglas
Roseburg, Oregon 97470

SMALL CLAIMS DEPT
Room 201
(541) 957-2415
www.ojd.state.or.us/dou

SMALL CLAIMS PACKET AND FEES Eff. 10-1-2011

The forms you need to file a Small Claims case are included in this packet. Please read the instructions carefully prior to preparing them. The packet includes:

Small Claims in a Nutshell and Small Claims Court Manual
Claim and Notice of Claim
Notice of Defendant's Election

Other information/forms which may be needed at later stages of the case are not included in the packet but are available from the court or website as needed:

Proof of Service by Certified Mail / Affidavit of Mailing by First Class Mail
Request for Default Judgment; Defendant Status Affidavit
Request for Judgment; Noncompliance Affidavit
Small Claims Judgment; Money Award
Motion and Order to Set Aside Default or Dismissal
Motion to Dismiss
Request to Transcribe Judgment
Procedure to Satisfy Judgment / Satisfaction of Judgment

FEES:

When Plaintiff's claim is \$2,500 or less:	
Plaintiff filing claim	\$ 50.00
Defendant denies claim and demands hearing	50.00
Defendant denies claim and demands jury trial	varies*
Plaintiff files formal complaint after defendant demands jury trial	varies*

When Plaintiff's claim is more than \$2,500:	
Plaintiff filing claim	\$ 90.00
Defendant denies claim and demands hearing	90.00
Defendant denies claim and demands jury trial	varies*
Plaintiff files formal complaint after defendant demands jury trial	varies*

*depends upon amount of counterclaim/formal complaint

This is not an inclusive fee list.

Please note: Douglas County Circuit Court is open to receive filings Monday - Friday, 8:00 a.m. until 5:00 p.m. We are closed on weekends and legal holidays.