

DAWSON COUNTY JUSTICE COURT
207 WEST BELL STREET
GLEN DIVE, MT 59330
PHONE (406) 377-5425
FAX (406) 377-1869

FILING A SMALL CLAIMS CASE

1. The Defendant must reside in Dawson County.
2. The amount requested may not exceed \$7,000.00.
3. The filing fee is \$20.00 for filing the case, and that amount is payable to Justice Court.
4. The Sheriff's service fee is \$40.00, plus mileage, if applicable. The Sheriff's Department will determine if an additional amount will be added for mileage, depending on the distance from the city limits.
5. The \$40.00 fee to the Sheriff's Department will be separate from the filing fee. If paying by check, you will need two checks, one payable to Justice Court, and the other payable to the Dawson County Sheriff's Department.
6. Include the fee amounts (\$60.00, or more, if applicable for mileage) in the dollar amount requested on the Small Claims form. Where it is indicated "for" on the form, add the words, "including filing fee and Sheriff's service fee".
7. The address of the Defendant is required in order for service by the Sheriff's Department.
8. In addition to the small claims form, you must fill out the Praecipe form, which is an instruction for service by the Sheriff's Department.
9. If it is requested that two individuals be served, the fee for service will be \$40.00 for each Defendant. For example: if it is indicated, "John Doe or Mary Smith", one or the other will be served, and the service fee remains at \$40.00. If it is indicated, "John Doe and Mary Smith", both individuals must be served, and the total fee for service is \$80.00.

If you should have any questions regarding the filing of a Small Claims case, feel free to stop by the Court, or call (406) 377-5425, between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday.

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