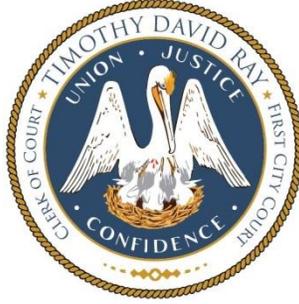


**TIMOTHY DAVID RAY
CLERK OF COURT, FIRST CITY COURT**



SMALL CLAIMS DIVISION

**First City Court of the City of New Orleans
421 Loyola Avenue, Room 201
New Orleans, Louisiana 70112
504.407.0404**

INSTRUCTIONS FOR DEFENDANT (PARTY BEING SUED)

ATTENTION: YOU ARE BEING SUED IN SMALL CLAIMS COURT

It is very important that you read and follow these instructions!

1. Read the Statement of Claim; it will tell you who is suing you (the Plaintiff) and why.
2. If you want to pay this claim, you should contact the Plaintiff immediately and make arrangements. The Plaintiff's address and telephone number may be found on the Statement of Claim.
3. If you wish to contest this claim, you must decide whether or not you want to have the case hear in Small Claims Court – be aware that you are not permitted to appeal a decision made in Small Claims Court.

In Small Claims Court, the ordinary rules of evidence do not apply. Parties will generally tell the Judge their side of the case. You do not need a lawyer, but may have one if you wish. The Judge will help both sides present their case. If a judgment is rendered for the Plaintiff and against you, the Defendant, periodic payments of the claim may be arranged by the Judge.

By allowing the case to proceed **in Small Claims Court, you may not appeal** if you lose. However, if you win, the Plaintiff may not appeal either. If you would like the right to appeal a judgment, you must follow the instructions in no. 4. If you would like your case to remain in Small Claims Court, you must follow the instructions in no. 5.

4. If you wish **to retain a right to appeal, you must transfer this case** to the general docket of First City Court. To do so, you must file a Motion to Transfer along with an Answer or Motion for Extension of Time, both of which must be filed within ten (10) days from the date you were served with the Statement of Claim and Citation. You must pay \$335.00 to transfer the case. If the Answer is not filed along with the Motion to Transfer, you will be required to pay an additional \$250.00. There is also a Constable's fee to serve the motion on the Plaintiff; call 504.523.3258 for more information.
5. If you decide to contest this claim in Small Claims Court, or if you want to be able to pay this claim over a period of time, **you must either file an Answer or other pleadings in the Clerk's Office at 421 Loyola Avenue, Room 201, New Orleans, LA. 70112 within ten (10) days of receiving these documents.**