

**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**

**READ THESE INSTRUCTIONS BEFORE FILING A SMALL CLAIMS SUIT**

1. The most you can sue for is \$5,000.00. The filing fee for a Small Claims petition is \$114.00 per defendant – payable with cash or credit card only. An additional \$20.00 service fee must be paid to the Constable for service in Orleans Parish. If service must be made outside of Orleans Parish, it will cost more (*contact the Constable's Office at 504.523.3258 for more information*).
2. You must have the full name and address of the person you sue (the Defendant). You are responsible for keeping up with the Defendant's current address.
3. If the Defendant is not domiciled in Orleans Parish, you should seek legal advice on whether Orleans Parish is the proper venue for your suit. You may need to file your suit in another parish. **Our office does not issue refunds, so you should be sure Orleans Parish is the proper venue before you pay your filing fees.**
4. When you are issued a date for trial, it may be five (5) months or more after your suit was filed. You should be prepared to appear in court on the date and time your matter is set in order for your case to proceed, even if your matter is reset more than once.
5. It is your responsibility to keep up with the status of your case. You can call this office at 504.407.0404 between the hours of 9:00 a.m. – 4:00 p.m. and request an update on the status of your case.
6. If your suit is against a business or corporation, you must have the name and address of the registered agent or owner. This information can be obtained by visiting the Louisiana Secretary of State's website at: [www.sos.la.gov](http://www.sos.la.gov), or by calling: 1.225.925.4704.

Examples of a correctly captioned case where a business or corporation is a named defendant are: ABC Company, Inc., through John Smith, Registered Agent or Joseph John d/b/a John's Auto Repair.

7. In Small Claims cases, you may represent yourself. However, any party may hire an attorney. Please note: **the Small Claims Clerk is not an attorney and may not offer legal advice.** We can only offer procedural information on how to properly file a claim.
8. Small Claims suits may be transferred to the general docket of First City Court using a Motion to Transfer – the cost is \$335.00
9. By law, a plaintiff can file up to six (6) Small Claims suits per calendar year.
10. **If you request, and are subsequently approved, to file a suit *In Forma Pauperis* ("IFP"), this does not mean you can file your suit "for free". Your court costs and filing fees will be DEFERRED until the end of the litigation.** If you prevail in your suit, you may be ordered to fulfill this obligation and the costs can be deducted from your award.