



STATEMENT OF CLAIM AND CITATION

JUDGE KEVIN J. CENTANNI
6TH JUSTICE OF THE PEACE COURT
1803 Williams Blvd., Building C, Suite 104
Kenner, LA 70062
(504) 466-7984 PHONE (504) 466-7980 FAX

CASE NUMBER: _____

HOURS: MONDAY-FRIDAY 9AM TO 3PM EXCEPT HOLIDAYS.

PLAINTIFF

VS

DEFENDANT or BUSINESS NAME***

**PHYSICAL ADDRESS (INCLUDE CITY & ZIP)

**PHYSICAL ADDRESS (INCLUDE CITY & ZIP)

PHONE NUMBER:

PHONE NUMBER:

FAX NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

****IF DEFENDANT IS A PLACE OF BUSINESS, GIVE
NAME & ADDRESS OF REGISTERED AGENT BELOW:

** NO P.O. BOXES

PLAINTIFF CLAIMS THE FOLLOWING FROM THE DEFENDANT:

(STATE PLAINTIFF'S CLAIM & REASONS. ATTACH ANY COPIES OF WRITTEN DOCUMENTS.) *NOTE DEMAND AMOUNT BELOW.

PLEASE PRINT NAME ABOVE

*** SIGNATURE OF PLAINTIFF ***

TO: _____

YOU ARE HEREBY SUMMONED to comply with the demand contained in this PETITION, or deliver your answer to the same in the office of the 6th JUSTICE OF THE PEACE for the Parish of Jefferson, within (10) TEN DAYS after service hereof under penalty of DEFAULT. **YOUR ANSWER WILL BE FORWARDED TO THE PLAINTIFF.**

Witness the Honorable Judge Kevin J. Centanni this _____ day of _____ in the year _____

*DEMAND: \$ _____
AMOUNT

DATE FILED: _____

(Claim amount only, court costs to be included in judgment if issued) Maximum amount of claim \$5,000.00 in this court.

FILED / CLERK OF COURT

FEES RECEIVED

Directions for Filing a Small Claims Suit in a Justice of the Peace Court



1. In this court, the most you can sue for is ***FIVE THOUSAND DOLLARS (\$5,000.00)***. The filing fee is One Hundred Twenty Dollars for the first defendant **\$160.00 PLUS \$55.00** per each additional defendant(s), there may be additional costs if there is service to be made outside of this court's jurisdiction. (For example, Secretary of State, Orleans Constable, Baton Rouge Sheriff, etc.) This is payable by cash or check only, **NO CREDIT/DEBIT CARDS**.
2. You must have the full name, address, and zip code of the defendant's. You must sue the person at his or her home address, **NOT** at his or her business address.
3. You must be available to come here often. It may take some time before your case is called. **THIS OFFICE CANNOT AND WILL NOT GIVE LEGAL ADVICE.**
4. If your suit is against a business or corporation, you must furnish the court with the business or corporation's **legal name** and the name and address of the "**Registered Agent**". This will be a person's name, **NOT A BUSINESS NAME**. To find this information, call (225) 925-4704 or write to the Secretary of State, P.O. Box 94125, Baton Rouge, LA. 70804. **OR go to web site: www.sec.state.la.us, this information must be in printed form from the website to file with suit.**
5. Unless you retain an attorney, you are your own attorney when you file in this court. **The clerk is NOT an attorney, and CANNOT give legal advice.** Either party has the right to be represented at the trial by an attorney.
6. Additional costs for Summary Judgment (\$50.00) Garnishments (\$210.00) which includes the Writ of Fieri Facias, Judgment-Debtor Rule (\$110.00), Subpoenas or Re-issuance of Claim and Citation to a new address (\$50.00), Amended suit with new service (\$30.00 + \$10. each additional defendant), Motion for judgment (\$30.00) with service + (\$30.00).
7. **IMPORTANT-** Even if you get a judgment in your favor (win), this does **NOT** mean you will get your money. For example, if a person is unemployed, does not own any property, or is on welfare, or some other assistance program, it may be impossible to collect. This court is **NOT** a collection agency and will not collect your money for you.
8. You must furnish the court with copies of all documents to be filed with your suit **and** one (1) additional copy for each defendant served. Any documents, pictures, etc., given to this court becomes the property of this court and will remain in the permanent case file. If you need this office will make copies for you there is a charge of **\$1.00 per copy**.
9. You may file an appeal from a Justice of the Peace Court. A written appeal must be filed within fifteen (15) days after judgment is rendered. The plaintiff or the defendant may file an appeal. The Justice of the Peace must be notified of the appeal, so he can transfer the suit to the First Parish Court. There is an additional fee payable to the clerk of the First Parish Court for an appeal.
10. Please allow 4 weeks after filing your suit to call for information (whether or not service has been made) ***Note: We do not automatically set court hearings, they are only set at your request.
11. **You Should decide whether or not it is worth your time and money to file suit.**

6th Justice of the Peace Court
Judge Kevin J. Centanni
1803 Williams Blvd., Bldg. C, Suite 104
Kenner, Louisiana, 70062
(504) 466-7984
Hours: Monday-Friday 9am to 3pm except holidays.

I HAVE READ AND UNDERSTAND THE DIRECTIONS.

(Signature)

(Date)