

**SMALL CLAIMS INSTRUCTIONS
(SUMMARY EJECTMENTS)**

GENERAL:

1. The money limit in Small Claims is \$5,000.00.
2. **NO PERSONAL CHECKS -- MONEY ORDERS, CASH OR BUSINESS CHECKS ONLY.**
3. The Defendant(s) **MUST** be a resident of Mecklenburg County and you **MUST** furnish full name and address. A Post Office Box Number cannot be used.
Note: Description of Premises must include physical address.
4. Be sure to use zip codes and phone numbers if you have them.
5. **PLEASE PRINT (BLACK INK ONLY) OR TYPE FORMS.** They must be legible in order for accuracy in processing. You **must** check last copies for legibility.

SUMMARY EJECTMENTS:

1. Copies needed for:
One Defendant - 1 complete (carbonless) set
Five (5) Summons
Two Defendants - 1 complete (carbonless) set
Six (6) Summons
2. You **MUST** provide a stamped envelope addressed to the Defendant(s). A copy of the Complaint and Summons is mailed to the Defendant(s) in addition to being served by the Deputy.
3. You **MUST** to provide a stamped self-addressed envelope so that Notice of Hearing Date can be mailed to you. Please note that this Notice will be a copy of the Magistrate Summons you provided.
4. The Complaint form needs to be **completely** filled out. It must be dated and signed by you, the Plaintiff.
5. The Summons is directed to the Defendant(s) and you **MUST** complete the top of the form with the name and address of the Defendant(s). A phone number is helpful. **DO NOT SIGN THIS FORM. DO NOT XEROX THE FORMS (they cannot be accepted).**

FEES: Filing Fee -- \$70.00 Service Fee -- \$ 15.00 for **each** Defendant.

HEARING DATE:

Summary Ejectment cases are set approximately twelve (12) days from filing.

PLEASE READ YOUR INSTRUCTIONS CAREFULLY.

**THE CLERKS OF THIS OFFICE CANNOT ASSIST
YOU IN COMPLETING THESE FORMS.**

Mailing Address:
Clerk of Superior Court
Attention: Civil Department
P. O. Box 37971
Charlotte, NC 28237-7971

Location:
Clerk of Superior Court
Civil Department--Room 3725
832 E. Fourth Street
Charlotte, NC 28202

