

## PRACTICAL FILING TIPS

You will have a better experience in the clerk's office if you follow these tips:

1. Payment of fees: If you have to pay any court costs, bring cash. Some clerks accept certified checks, some accept money orders, but all accept cash. Even if you file as an indigent, in some counties you may be required to pay the sheriff's service fee. Contact the clerk's office to find out whether the sheriff's service fee is waived for people who file as an indigent, and if not, find out the exact amount of the fee and bring it in cash.
2. Copies: Make your own copies of the papers you are filing before you go to the clerk's office. You will need at least one copy for each defendant and a copy for yourself. Most clerks do not have time to make copies for you, and they will charge you for any copies they make.
3. Notarizing: For papers that must be notarized, have them notarized before you go to the clerk's office. Most clerk's offices do not provide notary services.
4. Address: Make sure that the clerk's office has your current address. Contact the clerk if you have any questions about a hearing date.
5. Courtesy: Always be courteous to the staff at the clerk's office.
6. Contacting the Clerk's Office: If you need to contact the clerk's office about your case, have the docket number and the case name available. The case name consists of the names of the plaintiff and the defendant.