

JEFFERSON SUPERIOR COURT
BLAINE S. GOODE, JUDGE

300 E. Main Street, Room 205
Madison, IN 47250



22ND JUDICIAL DISTRICT
JEFFERSON COUNTY, INDIANA

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PREPARE FOR YOUR DAY IN SMALL CLAIMS COURT

A MESSAGE FROM THE JUDGE

Dear Litigant:

Small Claims Court is designed to provide quick and easy access to the courts for people with a legal claim that is \$10,000.00 or less, including eviction proceedings. The people who comprise the Jefferson Superior Court understand you may be anxious about your case. Everyone who comes before this Court will be treated with dignity, courtesy and respect by the Judge, Court staff and the Clerks. Everyone will be provided a fair and impartial trial. We will do all we can to provide helpful, friendly service as you prepare for your court date.

While court staff are pleased to help with scheduling or procedural questions, they can never give you legal advice or talk about the facts of your case. Please carefully read the Small Claims Manual and Small Claim Rules, which can be found by clicking on the appropriate hyperlink on the Superior Court webpage. Many of your questions can be answered by reading the manual and rules. You can also go to www.in.gov/judiciary/selfservice for more information. Lastly, you can consult with an attorney of your choosing about legal questions.

For plaintiffs, this manual will aid you in deciding if you can file a small claims case, and if so, how to properly file your claim and present your case in court. For defendants, this manual will aid you in understanding your rights and how to defend your case.

Trials in Small Claims Court have relaxed rules regarding the admission of evidence, as well as an informal method of presenting the case. With that said, parties still must be prepared and follow the rules. Judges must make decisions based on the evidence given at trial, as well as the laws that apply to a particular type of case. Therefore, it is important that all litigants know what a trial involves and are thoroughly prepared. If you are a plaintiff, you have the burden of proof and if you are not prepared, you may not meet that burden. Likewise, if you are a defendant, lack of preparation on your part could prove detrimental to your case. It is important that both sides have their physical evidence prepared and witnesses ready to proceed on the trial date. Cell phones are not allowed in the courtroom, so be sure save any evidence that is stored in you to a portable memory drive or print the evidence onto paper, so you may present those items as evidence, if you so choose.

As always, courtesy, respect and politeness are expected and required of all litigants and at all times.

We look forward to serving you.

Judge Blaine S. Goode