

Filing Small Claims

In Broward County, Florida

Know Your Rights



File Your Claim

Bring all of the information and paperwork to the proper courthouse and fill out the appropriate forms. Find the list of required documents on the Broward Clerk of Courts website.

You may qualify for a waiver of filing and summons fees, by filling out the Application for Determination of Civil Indigent Status.



Attend Pretrial Conference

If you do not appear, your case may be dismissed. Mediation may take place, and if no agreement is reached, you will be given a trial date.

Check Venue



You can bring an action in Broward County if the defendant resides there, the cause of action (incident giving rise to claim) occurred there, or any property involved with the action is located there

Have Defendant Served



Know the defendant's full name and address. If defendant is a business, check if incorporated: if so, include the name under which incorporated and the address of either a corporate officer or registered agent. (check www.sunbiz.org)
Service can be by the sheriff at no cost if indigent, or a certified process server on your behalf (fees apply).

Court Enters Judgment



If the judge rules in your favor, a copy of the final judgment will be mailed to each party or you will be instructed to submit a final judgment to the Judge.