

Susan T. Leonard

Justice of the Peace, Fourth Ward
St. Tammany Parish, Louisiana
Office: (985) 624-3076 • Fax: (985) 626-7296
Office@MandevilleJustice.com

INSTRUCTIONS FOR FILING SUIT IN THE JUSTICE OF THE PEACE COURT

DOLLAR LIMITS:

The most you can sue for in a Justice of the Peace Court is Five Thousand (\$5,000.00) Dollars. There are some exceptions to this, i.e. when the excess is for penalties, interest, or attorney fees. The advance filing fee is One Hundred Thirty Dollars (\$130.00) for one Defendant and One Hundred and Fifty (\$150.00) Dollars for two Defendants. There are 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.) Additional costs may also be incurred if the Constable has to make over three (3) attempts at service.

YOUR RESPONSIBILITY:

You must have the current full name, address, email address, and zip code of the person or company you sue in order that the constable may serve the appropriate person. It is best to serve the person at his or her home address, not at his or her business address.

1. If you sue a corporation or a limited liability company, you must furnish the name and address of the "Registered Agent"; this is the only person that the constable may serve. To find this information, call (225) 925-4704 or go online. The website is <https://www.sos.la.gov>.
2. If the person you are trying to serve (Defendant) is not available for service at the address provided the Court in the attached documentation, and the Constable is unable to serve said Defendant after 3 service attempts; a fee of \$50 will be charged for each additional address given to the Court to try to serve the Defendant.
3. Unless you retain an attorney, you are representing yourself when you file in this Court. Either party has the right to be represented at the trial by an attorney.
4. The Statute of Limitation for Filing a Civil Suit (Small Claims) is one year from the date of the last activity on the account (collections, letters, attempts to settle, etc.).
5. When filing a Civil Citation in the Court, you, the Plaintiff **MUST** provide ALL RELEVANT INFORMATION pertaining to your case AT THE TIME OF FILING. Additional documentation will not be accepted at a later date OR on the day of the hearing, except in the case of a Plaintiff's response to the Defendant's filing of a Defendant's Answer. Any information provided on the date of the hearing which was not provided to the Defendant upon Constable's Service will not be accepted by the Court.
6. Additional costs may be added if Garnishments, Judgment-Debtor Rule, Subpoenas or additional services are requested.
7. If you are awarded with a judgment in your favor, this does **NOT** mean you will collect money. For example, if the Defendant 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. You would however, be entitled to undertake efforts in collection either through garnishment, seizure, or merely recording the judgment with the Clerk of Court.
8. You **MUST FURNISH** the Court with **TWO (2) COPIES** of all documents filed with your suit. If the Court has to make copies of your file, a charge of **\$.50 / Copy** will apply.
9. If you are ruled against, you are entitled to file an appeal from a Justice of the Peace Court. A written appeal must be filed with the 22nd Judicial Clerk of Court (809-8776) in Covington 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. There is an additional fee payable to the Clerk of the Court for an appeal. There are no forms for this appeal; you must speak to an attorney.
10. Please wait four weeks after filing your suit to call for information (whether or not service has been made).

IN ORDER TO MAINTAIN THIRD-PARTY NEUTRAL STATUS IN THE COURT, NEITHER JUDGE SUSAN LEONARD NOR HER ASSISTANT / CLERK CAN LISTEN TO THE FACTS OF THE CASE OR GIVE LEGAL ADVICE.

PLAINTIFF(S)

SUSAN T. LEONARD, JUSTICE OF THE PEACE
STATE OF LOUISIANA
PARISH OF ST. TAMMANY
4TH WARD JUSTICE OF THE PEACE COURT

CASE NO. _____

CLERK: _____

FILED: _____

CIVIL CITATION

ATTENTION: YOU HAVE BEEN SUED

Plaintiff(s): _____

EMAIL (required): _____

Home No. _____

Address: _____

Cell No. _____

Business No. _____

VERSUS

Defendant(s): _____

EMAIL (required): _____

Home No. _____

Address: _____

Cell No. _____

Other No. _____

OR THROUGH AGENT FOR SERVICE (Name, Address, Phone Number):

TO THE ABOVE IDENTIFIED DEFENDANT(S):

You, the above identified Defendant(s), are hereby summoned and cited, within ten (10) days from service hereof, including holidays, to comply with the above Plaintiff(s) demand against you herein, or state your Answer to this demand to the above identified court, at the below address, or suffer the consequences of a default judgment. Should you file an answer or an exception to the claim of petitioner, within the 10-day period (THERE IS A \$30.00 FEE TO FILE AN ANSWER), then you must appear for the below court date, or risk a judgment being rendered against you. You must also send a complete copy of your Answer and supporting documents to the Plaintiff.)

C.P.ART. 1061 mandates that a Defendant(s) who has a cause of action against the Plaintiff(s) must, in a Reconventional Demand, assert their claim at that time, or forever be barred from doing so, if the claim arises out of the same transaction or occurrence that is the subject matter of the principal action.

HEREIN FAIL NOT or judgment will be rendered against you as prayed for.

WITNESSED THIS _____ day of _____, 20____.

SUSAN T. LEONARD, JUSTICE OF THE PEACE

COURT DATE: _____ TIME: _____ AM / PM

**COURT HEARING LOCATION:
225 St. Ann Drive, Mandeville, LA 70471
Phone: (985) 624-3076 • Fax: (985) 626-7296**

SUSAN T. LEONARD, JUSTICE OF THE PEACE
STATE OF LOUISIANA
PARISH OF ST. TAMMANY
4TH WARD JUSTICE OF THE PEACE COURT

CASE NO. _____

CLERK: _____

FILED: _____

STATEMENT OF CLAIM

Plaintiff(s): _____

Address: _____

VERSUS

Defendant(s): _____

Address: _____

BASIS OF CLAIM

(1) This is a suit based upon the following:

(2) I am seeking the following compensation (plus Court costs) _____

(3) These events took place on (Date) _____

(4) Please provide an address where the Defendant(s) may be served. If the Defendant(s) is a Business, you will need to Serve the Registered Agent – Check the Louisiana Secretary of State’s Website to find the Registered Agent for the Business).

Plaintiff’s Email Address: _____

Plaintiff(s) affirms that the facts and documents as submitted in this claim are true and accurate.

Signature of Plaintiff or Representative