

**FILING A SMALL CLAIMS CASE  
CIRCUIT COURT in the 2<sup>nd</sup> JUDICIAL DISTRICT  
ALBANY COUNTY, WYOMING  
525 GRAND AVENUE, ROOM 400  
LARAMIE, WYOMING 82070**

The forms for filing a Small Claims action are two pages. Both pages are required for submission of a claim. Print all of the forms and then please type or print LEGIBLY.

You are the PLAINTIFF. The person(s) you are suing is the DEFENDANT. **This person (or entity) must be located in Albany County, Wyoming.**

Complete the SMALL CLAIMS AFFIDAVIT first, entering the PLAINTIFF and the DEFENDANT.

- Paragraph 1. Your name (PLAINTIFF, or whomever is signing the form)  
The dollar amount you are claiming  
An explanation of your claim, making a clear and itemized statement justifying your claim. You may add additional sheets, if necessary.
- Paragraph 3. Complete the information requested for the DEFENDANT.
- Paragraph 4. Sign the form before a NOTARY PUBLIC or before the COURT CLERK.  
Complete the information requested for the PLAINTIFF.

**Be sure to READ the NOTICE at the bottom of the form.**

Next, fill in the following on the SUMMONS WITH RETURN:  
PLAINTIFF  
DEFENDANT

In the box marked "To the Sheriff of Albany County", fill in the Name of DEFENDANT (person to be served) as well as a residence address (NOT a Post Office Box) and business or employment address, if known.

You do not need to retain an attorney for Small Claims Court.

You **MUST** appear in court to support your claim, or it will automatically be dismissed.

**PLEASE NOTE: The statutory limit for claims in Small Claims Court is \$5000.00.**

**FILING FEES:**

The filing fee in Circuit Court for Small Claims is **\$10.00**. The Albany Co. Sheriff's Office charges **\$50.00** to serve your papers. **Please pay their office directly. If filing by mail, please submit SEPARATE checks for these two charges when you file your claim with the Court as well as a self addressed stamped envelope.** Be sure to return **BOTH** of the forms to the Court. Once the filing is completed, the Court will provide you with a copy and receipt.