




Easy-Questionnaire™ **SMALL CLAIMS** Estimated Time To Complete: 20 Minutes


JUST 3 EASY STEPS™

Step 1: FILL IT OUT




Complete this Easy-Questionnaire™ at your convenience. If you need help filling it out, please call our Help Line.

Step 2: FAX IT IN



Return this Easy-Questionnaire™ to the agent, pay for the service, and have it faxed to our Data Center..

Step 3: AND FILE IT



Then, in just 3 - 5 business days, you receive your completed documents via mail with Easy Filing Instructions.

IT'S REALLY THAT EASY

HELP LINE

If you have any questions regarding this Easy-Questionnaire, please feel free to Call 800-895-1580 ext **500**

Mon-Fri 9:00 AM – 9:00 PM PST
And Sat 9:00 AM – 3:00 PM PST

MONEY BACK GUARANTEE

We also offer you a Money Back Guarantee that our documents will be accepted by the Courts and/or Agencies they are to be filed with, if not and it is our fault, we will make any changes or provide any additional documents requested by the Courts at no additional costs to you. If we are unable to provide the additional documents or make the proper changes, we will fully refund you the full price of our service.

FAX YOUR COMPLETED QUESTIONNAIRE TO: 1-866-378-5285

CONFIRMATION CODE: The Confirmation Code is the Number that is on your Receipt given to you by the Agent when you pay for the Service. You can complete your Questionnaire at your convenience, and then go back to the Agent to pay for the Services.

PLEASE ENTER YOUR CONFIRMATION CODE IN THE BOX BELOW

CONFIRMATION CODE - *REQUIRED TO PROCESS THIS QUESTIONNAIRE													
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DISCLAIMER: We are not a law firm, and the Agents and employees of My Complete Case are not acting as your attorney or providing you with any legal advice. We do not practice law. We offer Document Preparation Assistance Services that includes a review of your document and answers for accuracy based on the information you are providing in this Questionnaire. You are exercising your Constitutional Rights to represent yourself in all matters that you execute utilizing our services.

SIGNATURE REQUIRED: _____ **Date:** _____

PHONE NUMBER: _____ To confirm we've received your Easy-Questionnaire

OVER 10,000 DOCUMENTS PREPARED	OUR MISSION
Our Staff of Professional Document Preparers have over 20 years of experience, and have prepared over 10,000 legal documents.	To provide Professional Prepared High Quality Low Cost Legal Document Preparation Services to those who do not want to over pay for these services.

The following describes the information that goes under each section heading on your worksheet.

SECTION 373: Current Information	List all Plaintiff's (person(s) filing the small claims) current information. Reason for claim
SECTION 374: Defendant's Information	List all Defendant's current information. (Name, address, telephone, etc.)
SECTION 375: General Information about case	Provide information about the case.

Complete the following sections of the questionnaire as thoroughly as possible. The Information that you provide will be incorporated into your Small Claims Documents.

Section 373	"CURRENT INFORMATION"	
The person, Business or public entity that is suing Plaintiff Name:	Co Plaintiff:	
Check here if more than 2 Plaintiffs:	Check here if either Plaintiff listed above is doing business under a fictitious name:	
Address:	Address:	
Telephone:	Telephone:	
County of Residency:	County of Residency:	
Mailing Address:	Mailing Address:	
The Plaintiff claims the Defendant owes: \$ _____ Explain Below		
Why does the Defendant owe the Plaintiff money? Additional space is provided in the Note section of this Questionnaire.		
When did this happen? Date:		

“CURRENT INFORMATION” CONTI

If no specific date, give the time period: Date Started:

Through:

How did you calculate the money owed to you? (Do not include court costs or fees for service)

Section 374

“DEFENDANT INFORMATION”

Name:

Co Name:

Address:

Address:

Telephone:

Telephone:

Mailing Address:

Mailing Address:

Check here if more than 2 Plaintiffs:

Check here if either Plaintiff listed above is doing business under a fictitious name:

Section 375

“GENERAL INFORMATION”

You must ask the Defendant (in person, in writing or by phone to pay you before you sue. Have you done this?
Yes No

Why are you filing your claim at this courthouse?

Covers the area (*check the one that applies*):

a. (1) Where the Defendant lives or does business.

(2) Where the Plaintiff's property was damaged

(3) Where the Plaintiff was injured

(4) Where a contract (written or spoken) was made, signed, performed, or broken by the Defendant or where the Defendant lived or did business when the Defendant made the contract

b. Where the buyer or lessee signed the contract, lives now, or lived when the contract was made, if this claim is about an offer or contract for personal, family, or household goods, services, or loans.

c. Where the buyer signed the contract, lives now, or lived when the contract was made, if this claim is about a retail installment contract (like a credit card)

d. Where the buyer signed the contract, lives now or lived when the contract was made, or where the vehicle is permanently garaged, if this claim is about a vehicle finance sale.

List the Zip code of the place checked above:

Is your claim about an attorney-client fee dispute? Yes No

“GENERAL INFORMATION” CONTI

Are you suing a public entity? Yes No

If yes, you must file a written claim with the entity first. A claim was filed on (date)_____

If the public entity denies your claim or does not answer within the time allowed by law, you can file this form.

Have you filed more than 2 other small claims within the last 12 months in California? Yes No

If yes the filing fee for this case will be higher

Notes and/or Special Instructions: