

IN THE DISTRICT COURT

You can make a Small Claims Application on line - click on the 'Small Claims Online' button on the home page of the Courts Service website www.courts.ie OR you can get an application form from the Small Claims Registrar at your local District Court Office OR you download the application form from the 'Small Claims Procedure' section of the website. The fee for making a small claim is €18.

The completed application form along with the €18 fee should be lodged with the Small Claims Registrar. If the claim is against a company you must use the correct registered name of the company. (Details are available on the Companies Registration Office website at www.cro.ie Tel. 01 804 5200)

A copy of your completed application form will be sent by the Registrar to the person/party against whom you are making the claim, called the Respondent. The original application form will be kept in the Registrar's office.

