

**REQUIREMENTS FOR FILING SMALL CLAIMS
ACTION FOR SERVICE BY SHERIFF**

AGAINST ONE DEFENDANT

- 1. Original Complaint – signed plus 1 copy**
- 2. Attachments (if applicable) plus 1 copy**
- 3. Filing fee (see schedule)**
 - a. Check should be made payable to “Clerk of Court”**
- 4. Check made payable to “Volusia Sheriff’s Office” or “Sheriff’s Office” OR the Sheriff of the County where the defendant will be served.**
- 5. 2 envelopes with postage addressed to yourself for the return of your summons from the Clerk and your return of service from the Sheriff.**
 - a. Contact the Sheriff’s service division to verify fees.**
 - b. Verify that a personal check will be accepted.**
 - c. If the defendant is out of county, an additional envelope with postage must be furnished for mailing.**

AGAINST TWO DEFENDANTS

- 1. Original Complaint – signed plus 2 copies**
- 2. Attachments (if applicable) plus 2 copies**
- 3. Filing fee (see schedule)**
 - a. Check should be made payable to “Clerk of Court”**
- 4. Check made payable to “Volusia Sheriff’s Office” or “Sheriff’s Office” OR the Sheriff of the County where the defendant will be served.**
- 5. Please provide 2 envelopes addressed to yourself for the return of your summons from the Clerk and your return of service from the Sheriff.**
 - a. Contact the Sheriff’s service division to verify fees.**
 - b. If the addresses of the defendants are in different counties, separate checks must be issued for each county.**
 - c. Verify with the sheriff to make sure that a personal check will be accepted.**
 - d. If either or both defendants are out of county, additional envelopes with postage must be furnished.**