

## Wayne Township Small Claims Court

Judge Gerald B. Coleman

### Preparing your Small Claims Case for Trial

1. Your opening statement should summarize the nature of your claim and the damages you have suffered because of injury, breach of contract, or whatever basis for your claim and why the other person is at fault.
2. Bring your evidence (Exhibits) to prove your case! This may be a written contract, Receipts, Letters, Estimates in writing, Repair orders, Photographs, Canceled checks, Account books, Advertisements, Warranties, Service contracts, or other documents.
3. Ask your witnesses to come to court. If a witness does not want to attend, you may request that the clerk issue a subpoena ordering the witness to appear.
4. Arrange your Exhibits in a clear understandable manner. Number all of your exhibits (1, 2, 3 etc.). If you are the defendant, use letters instead of numbers (a, b, c etc.).
5. Bring two copies of all Exhibits that you intend to submit to the Court for your case, one copy for the court and one copy for the opposing party.
6. **The Court cannot look at any evidence on your telephone, laptop or tablet so you must print out any evidence if you want the Court to consider it.**
7. Consider practicing your presentation in front of someone or a mirror (you can also come visit a small claims session to see how cases are conducted).

**This is your one opportunity to present your case. Make it count!**