

How Do I File A Civil Complaint?

Go to the **Forms** section of the **Trial Court tab** to see the packet of information on **Filing a Civil Complaint: Instructions and Forms.**

Packet includes:

1. The Complaint form itself,
2. The Summons to Court form, and
3. The Affidavit of Service to respondent form.

Important!

Please note: there is a cost to filing a complaint with the court. The current schedule for filing a civil complaint matter is: **\$50.00.**

If you cannot afford the filing fee, complete a **Fee Waiver** form (in the forms section). There are requirements for income documentation listed there.

Also, as a matter of **due process**, it is important to follow the steps to notice the other party to the matter. See instructions for **Affidavit of Service.**