



Syndicate Subscription Legal Plans

SMALL CLAIMS COURT **CLIENT INTAKE QUESTIONNAIRE:**

IN SMALL CLAIMS COURT YOU REPRESENT YOURSELF — lawyers generally may not appear for a party at the hearing. Syndicate prepares your paperwork, organizes your evidence, and gets you ready to present your case. Claims have filing deadlines, and papers must be served on the other side well before the hearing.

CONFIDENTIAL. Small claims court is a fast, informal, low-cost court with dollar limits that vary by state and change over time (in California, the limits are higher for individuals than for businesses, and there are limits on how many larger claims you may file in a year). If a question does not apply, write "N/A." If unknown, write "Unknown."

NAME OF THE CLIENT:

Client type:

☐ Individual

☐ Sole proprietor / DBA

☐ Business entity (LLC, corporation, partnership)

☐ Full Legal Name / Entity Name: _____

DBA (if any): _____ **Syndicate Plan Member ID:** _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Your role:

☐ Plaintiff (filing a claim)

☐ Defendant (being sued)

☐ Both (I want to file my own claim back)

PART 1 — WHAT DO YOU NEED?

1.1 Check all that apply:

☐ File a small claims case

☐ Respond to a claim filed against me

☐ Defendant's claim (claim back)

☐ Prepare for the hearing

☐ Request a postponement

☐ Set aside a default judgment

☐ Appeal (defendants only)

☐ Collect a judgment I won

☐ Settlement or mediation help

☐ Not sure — need advice

1.2 Hearing, response, or filing deadline (if known): _____

PART 2 — THE CLAIM

2.1 What is the dispute about?

☐ Money owed / unpaid loan

☐ Unpaid invoices for work done

☐ Security deposit not returned

☐ Property damage

☐ Auto accident

☐ Bad check / bounced payment



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- | | |
|---|--|
| ☐ Goods not delivered or defective | ☐ Services not performed properly |
| ☐ Breach of contract | ☐ Landlord / tenant dispute |
| ☐ Neighbor dispute | ☐ Consumer / refund dispute |

2.2 Date of the incident, breach, or last payment: _____

Claims must be filed within a deadline (statute of limitations) that varies by claim type and state — for example, two years for many oral agreements or injury claims and four years for many written contracts.

2.3 Amount you are claiming: \$ _____ How did you calculate it? _____

2.4 Have you filed other small claims cases this calendar year? ☐ Yes ☐ No

Some states limit how many larger claims one person may file per year.

PART 3 — THE OTHER PARTY

3.1 Full legal name (exactly as it should appear on the claim): _____

3.2 Type:

- | | | |
|--------------------------------------|--|--|
| ☐ Individual | ☐ Sole proprietor / DBA | ☐ LLC |
| ☐ Corporation | ☐ Partnership | ☐ Government agency |

DBA / business name: _____ Agent for service (if entity): _____

3.3 Address for service: _____

Phone / email: _____ Employer (if known): _____

3.4 Do you know where this person or business can be personally served? ☐ Yes ☐ No

Suing the wrong name (for example, a business's trade name instead of its legal name) can make a judgment hard to collect. We will confirm the correct name.

3.5 Is a government agency involved? ☐ Yes ☐ No

Claims against government agencies usually require a written claim to the agency first, often within 6 months.

PART 4 — CASE STATUS (IF ALREADY FILED)

4.1 Court / County: _____ Case Number: _____

4.2 Hearing date / time: _____ Courtroom: _____

4.3 Status:

- | | |
|--|---|
| ☐ Not filed yet | ☐ Filed, not served |
| ☐ Served | ☐ Proof of service filed |
| ☐ Hearing held | ☐ Judgment entered |

4.4 Date the other party was served: _____ How served: _____

4.5 Has a defendant's claim or counterclaim been filed? ☐ Yes ☐ No



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PART 5 — WHAT HAPPENED

5.1 Tell the story in order (dates, what was agreed, what went wrong): _____

5.2 Did you ask the other party to pay or fix the problem before filing? ☐ Yes ☐ No

Date and method (letter, text, email): _____

5.3 What does the other party say? _____

PART 6 — EVIDENCE & WITNESSES

6.1 Evidence you have:

☐ Written contract / agreement

☐ Texts / emails / letters

☐ Invoices / receipts / estimates

☐ Photos or video

☐ Bank / payment records

☐ Repair estimates

☐ Police or incident report

☐ Inspection report

☐ Lease / rental agreement

☐ Canceled check / bounced check notice

Witness Name	Relationship	Phone / Email	What They Know	Will Attend?

Bring two extra copies of every document to the hearing — one for the judge and one for the other side.

PART 7 — IF YOU ARE THE DEFENDANT

7.1 Your defenses:

☐ I do not owe this money

☐ The amount claimed is wrong

☐ I already paid all or part

☐ The work or goods were defective

☐ The claim is too old (statute of limitations)

☐ Wrong person or business sued



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☐ I was never properly served

☐ The plaintiff owes me money (defendant's claim)

7.2 Explain: _____

7.3 If you have a claim back against the plaintiff — amount: \$ _____

PART 8 — SETTLEMENT & COLLECTION

8.1 Would you accept a payment plan or reduced amount to settle? ☐ Yes ☐ No

Minimum you would accept: \$ _____

8.2 Do you already have a judgment you need to collect? ☐ Yes ☐ No

Judgment amount: \$ _____ Date entered: _____ Paid so far: \$ _____

For collecting a judgment, please also complete our Judgment Debtor Examination or Debt Collection Intake Form.

ACKNOWLEDGMENTS

Please check each item to confirm you understand.

☐ I will appear at the hearing myself; lawyers generally cannot represent parties in small claims court.

☐ Syndicate prepares documents, organizes evidence, and helps me prepare — it does not appear in court for me.

☐ I am responsible for filing fees, service costs, and meeting all court deadlines.

☐ Winning a case does not guarantee payment; collecting a judgment is a separate step.

PART 9 — DOCUMENT CHECKLIST

Please provide copies of the following, if available. Check each item you are including.

☐ Court papers already filed or served

☐ Contract / agreement

☐ Invoices, receipts & estimates

☐ Texts, emails & letters

☐ Photos / videos

☐ Bank or payment records

☐ Demand letter you sent

☐ Judgment (if collecting)



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Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of assisting with my small claims matter.

Signed and dated this ____ day of _____, 20__

Signature: _____

Print Name: _____

Please Print and Email to STEVE@STEVEMUELLERLEGAL.COM, or
save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.