



Small Claims Intake Sheet

Big Boss Legal Services

1210 N Stoneman Ave. Unit B

Alhambra, CA 91810

213-909-7570

www.bigbosslegal.com

info@bigbosslegal.com

Everything handled by phone, on-line or in person

Date: ____/____/____

Please fill out this form completely and return it to our office above so we may file and serve your Small Claims case. **Two (2) separate checks are required**, as follows (unless paid via credit card):

\$185.00 payable to **Big Boss Legal**

\$ 30.00 if claim is less than \$ 1,500.00 payable to **Clerk of the Court**

\$ 50.00 if claim is \$1,500.01 to \$ 5,000.00

\$ 75.00 if claim is \$5,000.01 to \$10,000.00

(Both fees are added to the Judgment and recoverable as Court costs)

We gladly accept all major credit cards

PLAINTIFF (YOU):

Name:

() Individual () Sole Proprietor/DBA () Corporation () Other:

Street: _____

City: _____ Zip: _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

E-mail: _____

(Daytime)

Individual authorized to sign, if a business (PRINT NAME):

If your business is a DBA, Fictitious Business Statement No.:

_____ Expires: ____/____/____

DEFENDANT (**Exact legal name** of Defendant is required if a company):

Legal Name:

() Individual () Sole Proprietor / DBA () Corporation () Other:

Street: _____ City:

_____ Zip: _____

Phone: (_____) _____ - _____

Type of Address:

[_____] Home [_____] Business

Amount suing for: \$ _____ City debt incurred: _____

Date incurred: ____/____/____

Reason: _____

Time you request hearing: [_____] AM [_____] PM

Are there dates when you will **NOT** be available during next 2 months?

How did you determine the amount of the claim?

Comments/Additional information:

Credit Card Number: _____ - _____ - _____ - _____

Expires: _____ / _____ Sec. Code _____

Name on card: _____ Billing zip
code: _____

Optional Services: **RUSH** service

Business entity search – add \$35.00 Locate defendant – add \$95.00

Big Boss Legal is not responsible for errors, omissions, or the outcome of any Small Claims case. No legal advice is offered by Big Boss Legal. Plaintiff assumes responsibility for any liability arising out of this assignment and releases Big Boss Legal, its agents, owners and employees for any liability. It is agreed that if service cannot be made at the address provided and service is made at an additional address, charges shall apply at the current published rates and will be automatically billed to accounts in good standing or charged to the credit card on file if paid by credit card. All fees are normally recoverable as court costs. No refunds can be made after case is assigned.

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