

1. Check your e-mail frequently.

Once you e-file, you will receive an email for each document submitted. A clerk will review each document and email the result:

- A. **If your filing is accepted**, download your e-filed forms from the emails within 30 days.
- B. **If your e-filing is returned (rejected)**, an explanation will be included in the email.
 - Return to Guide & File, go to “My Interviews” and start a copy of your interview. Correct your answers and submit the e-filing again.

If you want to keep the original filing date, resubmit within 3 business days and contact the court to request it.

2. Check your e-mail.

The court clerk will schedule your case for a contested claim hearing and send you a *Notice* with the date and time for the trial.

Once a trial is scheduled:

3. File any requests beforehand.

You can request to reschedule, request to change venue, or request a phone hearing.

- To e-file, return to Guide & File and choose **Reschedule, Dismiss, Change Venue, Request Phone Hearing**.
- Send a copy of the forms you file to all parties.

The Judge’s decision on your request will be in the *Order* form. If you do not hear back before your trial date or if your request is denied, you will need to attend your hearing as scheduled.

4. Go to court for the trial.

You must attend the trial. If you don’t attend, the Judge may give the Plaintiff a *Default Judgment*, the same as if you hadn’t filed an *Answer*.

Bring any evidence you have with you to support your case. For example:

- Contracts or other documents
- Receipts or cancelled checks
- Invoices or statements
- Photos

You can also bring witnesses or statements signed by expert witnesses.

For more information on what to expect in court see [Get Ready for Your Small Claims Trial - Defendant](#).

If the Plaintiff wins:

If Plaintiff wins the case, the court will make a *Judgment* and order you to promptly pay or return property to the Plaintiff. If it is a *Default Judgment*, the Plaintiff can collect immediately. Otherwise, the Plaintiff will need to wait 30 days to collect.

For additional information on collection, see [Get Ready for Your Small Claims Trial - Defendant](#).

If the Plaintiff gets a Default Judgment:

If you had a good reason why you could not file the *Answer* on time or attend the hearing, you can ask the court to set aside the default judgment and schedule a new hearing date.

- To e-file, return to Guide & File and choose **Set Aside Default/Dismissal**.
- Send a copy of the forms you file to all parties.

The judge will review your *Motion to Set Aside Default Judgment*.

- A. **If the judge denies your motion**, the clerk will send you the *Order* form with the box checked that says the motion was denied.
- B. **If the judge grants your motion**, the clerk will send you an *Order* and a *Notice* with your new hearing date and time. Be sure to bring any evidence to prove your case.

C. If the judge schedules a hearing on your motion, the clerk will send you a *Notice* with the date and time of the hearing. At the hearing, if the judge decides that you had a good reason, your motion will be granted and the judge will immediately start the hearing for your case. Be sure to bring any evidence to prove your case.

For additional information on what to expect in court see [Get Ready for Your Small Claims Trial - Defendant](#).

After you pay, the Plaintiff must file the *Satisfaction*:

The Plaintiff **must** tell the court when you have paid the total judgment by filing a *Satisfaction of Judgment* form. If the Plaintiff will not file the form, you can file a *Motion for Satisfaction* to ask the court to enter an official record that the judgment was paid.

- To e-file, return to Guide & File and choose ***Satisfaction of Judgment***.
- Send a copy of the forms you file to all parties.

If you do not agree with the court's decision:

You can appeal the *Judgment*. The *Appeal* must be filed at the court **within 30 days** of the judgment date.

- To e-file, return to Guide & File and choose ***Appeal***.
- Send a copy of the forms you file to all parties.

The clerk will send you a *Notice* with your new hearing date and time with a different judge. At the hearing, the case will be treated like a new case. You will need to bring your evidence to prove your case again.

The new hearing is more formal: you and the other party can have lawyers and the rules of civil procedure and evidence apply. If you have questions, talk with a lawyer.