

Small Claims Court-Day Organization Checklist

For general organization only. This checklist does not provide legal advice. Consumers remain responsible for reviewing, approving, filing, serving, and presenting their own documents.

☐**Timeline printed**

Chronological summary of key events, dated and organized.

☐**Evidence organized**

Receipts, invoices, contracts, photos, emails, texts, and notes grouped by topic.

☐**Exhibits labeled**

Each exhibit labeled clearly (A, B, C, etc.) matching your evidence index.

☐**Receipts and invoices included**

Original or clearly printed copies of payments, charges, and disputed amounts.

☐**Photos and screenshots printed**

High-quality prints with dates and short captions where helpful.

☐**Communications included**

Emails, text messages, chat transcripts, or letters printed and organized.

☐**Statement of facts reviewed**

Read through once more before court to confirm accuracy and clarity.

☐**Copies prepared**

Enough sets for you, the other party, and the court as required in your area.

☐**ID and payment items checked**

Photo ID, filing fee, court reminder, and any other items your court requires.

☐**Court date, time, and location**

Confirm date, time, courtroom number, and address the day before.

Need help organizing your packet?

Small Claims Documentation Preparation Support — \$99 flat rate
ConsumerEscalationServices.com/small-claims-documentation-preparation

*CES is not a law firm and does not provide legal advice,
legal representation, or attorney services.*