

**IN THE DISTRICT COURT OF LITTLE ROCK, ARKANSAS  
SMALL CLAIMS DIVISION**

**The Honorable Alice F. Lightle, District Judge  
600 West Markham, Little Rock, Arkansas 72201  
(501) 371-4529 · (501) 371-4525 (FAX)**

**“NOTICE TO THE DEFENDANT”**

You have been **SUED** by the afore named plaintiff.

You must file the attached answer form with the court within 20 days for Arkansas residents or 30 days for non-residents from the date on which you receive this summons or a judgment may be entered against you.

In the event you fail to file a written answer, a judgment may be entered against you. If a judgment is entered against you, you do have the right to appeal to Circuit Court within 30 days after the disposition date or the court date.

You may seek advice of an attorney on any matter connected with this suit or your answer. Such attorney should be consulted immediately so that an answer may be filed within the limit stated below.

**IMPORTANT:** IF YOU FAIL TO FILE A WRITTEN ANSWER WITHIN 20 DAYS, **JUDGMENT WILL BE ENTERED AGAINST YOU** FOR THE AMOUNT OF THE CLAIM FILED PLUS COURT COST. IF THIS OCCURS, YOUR WAGES MAY BE GARNISHED OR ANY OF YOUR PERSONAL PROPERTY MAY BE TAKEN AND SOLD TO PAY THE JUDGMENT.

**BASIC COURT PROCEDURES:**

After an answer to the complaint has been filed with the Court, the Court Clerk will set a date and time for your case to be heard in Court. The court date is usually 4 to 6 weeks from the date you file. If the Defendant does not file an answer or appear on the date of trial, the Judge may enter a default judgment. A default judgment means you have won your case and you must wait 10 days from the date the judgment is entered before beginning collection procedures against the Defendant. If you fail to appear on the date of the trial, the Judge may dismiss the case. If a party is aware that they will be unable to appear on the court date, they must contact the Court Clerk no less than one (1) week from the trial date and request a continuance in writing. A continuance is a postponement of the trial to a later date and time. Each party is allowed only one continuance.

You or the Defendant may appeal any judgment from this Court by filing a Notice of Appeal within 30 days from the date the judgment was entered. The fee is \$5.00 to the Court. The appeal must first be typed up in the Clerk’s Office and then taken by the party requesting the appeal to the Circuit Court for further filing. The Circuit Court charges \$140.00 to file an appeal in their office. The Circuit Clerk’s Office is located at 401 West Markham, Little Rock, Arkansas, in the Pulaski County Courthouse. If you want a copy of the judgment, you must pick one up at the Clerk’s Office, or provide a self-addressed stamped envelope to the Clerk’s Office and a copy will be mailed to you.

### **PREPARATION FOR COURT:**

Come prepared to present your side. The purpose of Small Claims Court is to offer an inexpensive and quick method of resolving disputes and your preparation will help this effort. Bring all evidence with you at the time of your trial.

### **CONDUCTING YOURSELF IN THE COURTROOM:**

You should direct all questions and statements to the Judge. **DO NOT** direct any questions or communications to the opposing party. **DO NOT** interrupt the Judge or the other party.

### **DRESS ATTIRE:**

**Please be aware that the dress attire for appearance in Civil/Small Claims Court will be causal, but not to include halter tops, tank tops, short shorts or cut off shorts.**

Your cooperation will be greatly appreciated.

### **JUDGMENT:**

*THE COURT ONLY DECIDES WHO SHOULD PREVAIL IN A GIVEN SUIT. COURTS TRADITIONALLY ARE ONLY RESPONSIBLE FOR THE DECIDING OF DISPUTES AND NOT THE ENFORCEMENT OF THE JUDGMENT. IT IS TOTALLY THE RESPONSIBILITY OF THE PLAINTIFF TO MAKE SURE THAT THEY ARE PAID BY THE DEFENDANT. IF YOU HAVE TROUBLE COLLECTING THE MONEY THE JUDGE AWARDED YOU, THERE ARE TWO POSSIBLE ACTIONS YOU MAY TAKE FOR COLLECTION: **GARNISHMENT OR AN EXECUTION.***