5-07/310.00 - Small Claims Court Actions Claim of Plaintiff and Order

The jurisdiction of small claims court is to resolve civil disputes between individuals when the amount in question is under $5,000. The failure of a defendant to be represented in court can result in a default judgement in favor of the suing party.

It is the responsibility of the auditor-controller's office to represent the Department and its employees in small claims court for activities related to the Department.

In those instances where the employee is being sued in a private capacity, unrelated to any Department activity, (i.e., private business contracts, personal property disputes, etc.) the acceptance of a "Claim of Plaintiff and Order" at the employee's unit of assignment is permissible.