

## Small Claims Preparation Checklist

- Defendant's full name and address
- Clear summary of claim and facts
- Evidence gathered (emails, contracts, receipts, photos, etc.)
- Copies of invoices or payments due
- Witness statements (if applicable)
- Timeline of events prepared
- Attempts to resolve dispute recorded
- Claim filed via MoneyClaim Online (if applicable)
- Court fee paid or remission applied for
- Schedule of losses prepared
- Copies of all documents filed and saved
- Court date and directions noted
- Settlement negotiations ongoing (if applicable)

