

How to use I-CAN! to Create Small Claims Forms



Follow these steps

- Be sure to print or save the PDF file with your password so you can re-enter if there are any disruptions
1. Select your language preference, video preference and then select the Module you want to complete.
 2. The next screen will give you a description of the module. Click "Next" and then choose "Create a username and password".
 3. At the end of the tutorial and disclaimer, enter your first and last name and click "Next". I-CAN! will create a unique password for you. Be sure to print or save the PDF file with your password so you can re-enter if there are any disruptions.
 4. If you want to re-enter a module using a user you have created, select "Log in with my password" and then enter in your password. You will be taken back to the module with your responses already filled in.

What does I-CAN! do?

I-CAN! will fill out the forms for you by asking you simple questions and putting your answers on the court forms in the correct place. I-CAN! will print all of the forms that are necessary for your individual situation. I-CAN! will also print instructions to tell you what to do with your forms, and how the court process works.

Who can use the Small Claims module?

CA Small Claims

Users

- A user suing
- A user counter-suing

In Small Claims court you can sue for up to \$7,500 (or up to \$5,000 if you are suing as a business). If a small claim has been filed against you, you can counter-sue in Small Claims Court for up to \$7,500 (or up to \$5,000 if you are counter-suing as a business). If you cannot afford to pay your filing fees, I-CAN! will help you fill out and submit a Fee Waiver request to the court.

How to go through the Small Claims Module

Enter the following information

User Scenario 1: A person and a business suing a person and a business.

1. You are starting a new case. Your claim is less than \$5000.
2. You are over age 18. You are NOT suing a government agency. You have NOT had an arbitration of an attorney-client dispute.
3. You are suing as a person. Your name is "My Name" and your email is "myemail@address.com"
4. Your address is "111 My Street, My City, CA 11111", your phone number is "999-999-9999". Your mailing address is the same.
5. There is another plaintiff suing with you. It is a business called "Otherpetitioner Name DBA Otherpetitioner Business". The address is "222 Otherpetitioner Street, Otherpetitioner City, CA 22222". The phone number is "888-888-8888". The business's mailing address is the same, and it is a DBA.
6. The business type is "Individual", the county where the DBA is filed is "DBA County", the fictitious business statement number is "FBSN", and the name expires 10/10/2008, the Business Officer and Title is "Otherpetitioner Name"
7. The defendant you are suing is a person named "My Opponent".
8. The defendant's address is "333 Opponent Street, Opponent City, CA 33333", his phone number is "777-777-7777". He has the same mailing address he is NOT in the military.
9. The second defendant you are suing is a business named "Adversary Business". The address is "444 Adversary Street, Adversary City, CA 44444", the phone number is "666-666-6666". The mailing address is the same.
10. You have NOT filed more than 12 claims in the past 12 months.
11. You have asked the defendants for the money they owe you.
12. The defendants owe you \$5000 and the reason is "Explanation 1". The event happened "10/10/2006". The way you calculated the amount they owed you is "Explanation 2"
13. You would like a fee waiver. You receive the following types of public assistance: "SSI" and "County Relief". Your date of birth is 10/10/1980 and your SSN is "111-111-1111"
14. You want to sue in Orange County. The defendant lives in Santa Ana.

Variations to try: Try saying that you are suing as a business. Try adding two more plaintiffs and defendants: businesses and people. Try adding mailing addresses. Try saying that you are not over age 18 and you have a guardian. Try suing a government agency. Try saying that you have an arbitration of an attorney-client dispute.

User Scenario 2: A business counter-suing a business

1. You are counter-suing. Your claim is less than \$5000.
2. You are over age 18. You are NOT suing a government agency. You have NOT had an arbitration of an attorney-client dispute.
3. You are counter-suing as a person. Your name is "My Name". It was spelled correctly on the forms.
4. Your address is "111 My Street, My City, CA 11111", your phone number is "999-999-9999". The business address is "111 My Mailing Street, My Mailing City, CA 11111".
5. There is not another defendant counter-suing with you.
6. The Plaintiff you are counter-suing is a business named "My Opponent". The address is "222 Opponent Street, Opponent City, CA 22222". The mailing address is "222 Opp Mailing Street, Opponent City, CA 22222"
7. You have NOT filed more than 12 claims in the past 12 months.
8. You have NOT asked the plaintiff for the money he owes you.
9. The plaintiff owes you \$4000 and the reason is "Explanation 1". This was for services and goods delivered between 1/1/2007 and 5/5/2007. They way you calculated the amount the plaintiff owes you is "Explanation 2".
10. You would like a fee waiver. You do NOT receive public assistance, your income is NOT less than or equal to the amount on the chart, but your income is NOT enough to pay court fees and costs to support you and your dependents.
11. You can pay only the certification and copying fees only.
12. You have a job. Your job title is "My Job Title" and your employer's name is "My Employer Name" and your employer's address is "333 Emp Street, Emp City, CA 33333"
13. The amount you are paid does NOT change from month-to-month. You are paid \$1000 twice a month before deductions.
14. You have the following monthly deductions from your paycheck: \$100 for "Deduction 1"
15. You are married and your spouse has a job with the title "Spouse Job", her employer name is "Spouse Employer" and her employer's address is "444 Spouse Emp Street, Spouse Emp City, CA 44444"
16. You do NOT have any more income to list.
17. Your spouse, "Spouse Name", age 30, lives in your home and makes \$1000 per month. No one else lives in your home
18. You have \$100 cash. You have a saving's account at "My Bank" with \$500 in it.
19. You do NOT have any vehicles, real estate or personal property.
20. You pay \$100 for rent, \$101 for food, \$102 for utilities, \$103 for clothing, \$104 for laundry, \$105 for medical payments, \$106 for insurance, \$107 for child care, \$108 for child support, \$109 for gas.
21. You do NOT make monthly installment payments, or court-ordered payments. You do NOT have any more deductions to list.
22. Your other reasons why you can't pay are "Explanation 3"
23. The case is in Orange County, the case number is "1234567890" and the case name is "Case Name". It was filed in 2007 at the Central Justice Center.

Variations to try: Try saying that your name was spelled wrong on the forms. Try adding more plaintiffs and defendants. Try saying that you are not over age 18 and you have a guardian. Try suing a government agency. Try saying that you have an arbitration of an attorney-client dispute.