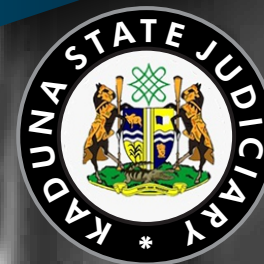


HANDBOOK ON  
**Small Claims  
Court**

HANDBOOK ON SMALL CLAIMS COURT



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By:  
**HON. JUSTICE M. T. M ALIYU**  
The Honourable Chief Judge of Kaduna State.



# **HANDBOOK ON** **Small Claims** **Court**

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## TABLE OF CONTENTS

What is a Small Claim?	4
Where can you file a Small Claims action?	4
What is Small Claims Court?	4
Benefits of a Small Claims Procedure	4
Who can sue in a Small Claims Court?	4
What to do before filing a Small Claims action?	5
How do I start my Small Claims action?	5
Where do I get the Small Claims Court Forms?	5
What information will I need to fill on the form?	5
What if I do not have the Defendant's correct legal name?	5
What do I do with my completed Form?	5
Do I have to pay to file my Claim?	5
Can the person I am suing sue me?	6
How will the person I am suing know about my Claim?	6
If the Defendant sues me, will my case be adjourned?	6
Who tells the person I am suing about my Claim?	6
What information will the Summons give the Defendant?	6
What do I do on the day of my trial?	6
How will I know when my case starts?	7
Can I adjourn my trial?	7
How do I ask the Court to adjourn my trial?	7
How do I get ready for my trial?	7
Can I have witnesses at my trial?	7
What if a witness does not want to testify or give me	8

## TABLE OF CONTENTS

documents that are relevant to my case?	
Who serves the Order of Small Claims Court on the Witness?	8
Do I have to pay the witness?	8
Is there a deadline to serve the Subpoena?	8
What if I or my witnesses do not speak English?	8
Can the Defendant and I agree to settle our case before the trial?	8
What happens if one side does not come to court?	9
What happens during my trial?	9
Who will decide my case?	9
What if I do not agree with the Court's decision?	10
Do I have to pay for an Appeal?	10
Do I need a Lawyer to ask for an Appeal?	10
Is there a deadline to ask for an Appeal?	10
How do I get my money if I win?	10
Who will enforce my judgement?	10
How can I find a Sheriff?	11
What do I say to the Sheriff?	11
Do I have to pay the Sheriff?	11
How does the Sheriff know what Asset the Judgement Debtor has?	11

## INTRODUCTION

The Guide shows you how to:

- Start your case
- File a Simple Debt Recovery Claim in the Small Claims Court
- Find the right Court for your claim
- Obtain and enforce your Judgement
- This handbook is available online at the Kaduna State Judiciary website [www.highcourt.kd.gov.ng](http://www.highcourt.kd.gov.ng)

### What is Small Claim?

A small claim is a claim for money in any simple debt recovery with value not exceeding N5,000,000 (Five Million Naira).

### Where can you file a Small Claims Action?

A Small Claims Action can be filed in the Small Claims Court Registry located in every District Court, it can be filed where you or the person you are claiming from lives, works or does business in any part of Kaduna State.

### What is a Small Claims Court?

It is a special court where you can sue for N5,000,000(Five Million Naira) or less. You cannot sue for possession, or for pain or suffering or to enforce a promise in a Small Claims Court.

If your Claim is more than N5,000,000(Five Million Naira), you cannot split your Claim into smaller Claims to get around the limit of N5,000,000(Five Million Naira).

### Benefits of a Small Claims Procedure

- You do not need to have a Lawyer.
- It is cheap easy and speedy.

### Who can use a Small Claims Court?

- An individual who is eighteen years and above.
- An individual who is less than eighteen years, or person of unsound mind, can sue through his or her guardian.
- Partnership
- Association
- Corporation

### **What to do before filing a Small Claims action?**

Write a Letter of Demand as in FORM SCA 1 to the person from whom you have a claim. (SCA1 ANNEXED)

### **How do I start my Small Claims action?**

By filing a Complaint Form and Summons as in Forms SCA 2 and SCA 3. (SCA 2 & SCA 3 ANNEXED)

### **Where do I get the Forms?**

You can get the Forms from the Small Claims Registry in every District Court or on-line at the Kaduna State Judiciary Website [www.highcourt.kd.gov.ng](http://www.highcourt.kd.gov.ng)

### **What information will I need to fill on the form?**

Your particulars as the claimant and the particulars of the person you are suing as well as a description of the claim. It is advisable to follow the instructions on the forms.

### **What if I do not have the Defendants' correct legal name?**

You can still start your case. You can use any name that the person you are suing is known or any name that the business or person operating the business uses. But once you get the correct information, you must inform the Court. (if you do not provide the required information, it will be very hard for you to recover your money judgment, if you win).

### **What do I do with my completed form?**

It should be submitted to the Assistant Chief Registrar (ACR) of the Small Claims Registry in the District Court where the claims is filed.

### **Do I have to pay for to file my Claim?**

Yes. You must pay the Court fees as assessed at the Small Claims registry.

### **Can the person I am suing sue me?**

Yes. The person you are suing can file a small claims counter claim against you. In the small claims court, a counter-claim can only be for money and the limit is N5,000,000 (5 Million Naira). The person suing you can also admit a part or the whole of the claim and judgment may be entered on his admission.

### **How will I know if the Defendant files a counter-claim?**

If the Defendant files a counter claim he must do so within seven (7) days from the date of service of the summons on him you. You shall then be served by a sheriff of the court.

### **If the Defendant files a counter-claim, will my case be adjourned?**

If you receive notice of the counter claim before the date of your trial you must be ready to present your claims and defend against the counter claim on the date of the trial. The case will not be adjourned because the defendant sues you.

### **Who tells the person I am suing about my claims?**

The Small Claim Court's Sheriff will serve the defendant the summons personally. If the defendant cannot be served personally, the sheriff will file an Affidavit of Non-service and the court or the Registrar or an Officer of the Small Claims registry will inform you of the need to file an application for another mode/type of service.

### **What information will the summons give the Defendant?**

The Summons tells the defendant:

- What the claims is about.
- How much money you are claiming from him
- The date of your small claims court trial.

You cannot have a trial if the defendant is not served

### **What do I do on the day of my trial?**

- Get to the court early

must be informed on the date of the trial if the case is settled by agreement before that date. The Court may accordingly enter a Consent Judgement.

**What happens if one side does not come to Court?**

If you are the Claimant and you are not in Court when the Registry calls the case, the Court will dismiss your case.

If the Defendant is not in Court when the Registrar of the Court calls the case, the Court will hear your case without the Defendant. If you show enough evidence you may win your case.

**What happens during my trial?**

As the Claimant, you will first take an Oath to tell the truth and then you will tell your side of the story and show the Court your documents and other evidence. It is up to you to prove your claim. Next, the Defendant may ask you questions about the case. If you have witnesses, they will take an Oath and testify.

The Defendant may ask them questions too.

After you have concluded your case, the Defendant will testify. The Defendant takes an Oath and tells his/her side of the story. The Defendant can show documents and other evidence and witnesses can testify on his/her behalf.

Before the Defendant's witnesses testify, they must also take an Oath to tell the truth.

You may ask the Defendant and the Defendant's witness(es) questions.

**Who will decide my case?**

The Court will decide when the trial is over. The Court does not usually make a decision right away. In most cases, the Court needs some time to consider your case and that of the Defendant. The Court will then deliver Judgement.

If you did not have the Defendants' correct name when you started the case, you may ask the Court to correct it now. If this is not done, it will be very hard to recover your money judgment

if you win.

**What if I do not agree with the Court's decision?**

If you do not agree with the Court's decision, you can ask the High Court in Kaduna State to review your case. This is called an Appeal.

**Do I have to pay for an Appeal?**

Yes. You would have to pay a fee for a Notice of Appeal. You also have to pay for the compilation of the Records of Appeal for the High Court.

**Do I need a Lawyer to ask for an Appeal?**

No, but if you hire one, you will have to pay the cost of a Legal Practitioner in addition to the cost of filing an Appeal.

**Is there a deadline to ask for an Appeal?**

Yes. You must file a Notice of Appeal within 14 days of the Court's Judgement.

**If I am the Defendant in the Claim or the Counter-claim and the Court gives judgement against me, do I have to pay the judgement debt if I ask for an Appeal?**

This will be at the discretion of the Trial Court who usually sets the conditions of Appeal.

**How do I get the money if I win?**

If you win your case, there is no guarantee that the Defendant will pay willingly. If the Defendant does not pay willingly within Fourteen (14) days, there are legal steps that you can take to enforce or get your Judgement sum.

**Who will enforce my Judgement?**

A Sheriff of the Small Claims Court will enforce your Judgement.



- Find your small claims courtroom.

**How will I know when my case starts?**

- The court registrar will call your case and your name
- Stand up and answer your name
- If you and the defendant are both ready, the trial will start

**Can I adjourn my trial?**

You can ask the court to adjourn your trial for a good reason only once during the period of your trial. If you are the defendant, you can ask the court to adjourn your trial for a good reason only once during the period of your trial.

**How do I ask the court to adjourn my trial?**

By sending a letter to the court and to the other party asking the court to adjourn the case. This must be done before the date of the trial. The court may grant your application for an adjournment only once and in exceptional circumstances.

If you or someone else cannot come to the court on the trial date, the court will read your letter but may not adjourn the case if the court is not satisfied with your reason and your case may be dismissed.

If you are the defendant and you do not appear at the trial, the court may give judgment against you.

**How do I get ready for my trial?**

Before your trial, get all the evidence that support your claim including: -

- Written agreement, letters, photos, or other document
- Bills, receipt, invoice, cheque

**Can I have witnesses at my trial?**

Yes, you can have witnesses at your trial. A witness can be:

- You
- Someone who knows something about your claim.
- Someone with a lot of knowledge and experience about your claim (an expert witness)

**What if a witness does not want to testify or give me documents that are relevant to my case?**

You can ask the Small Claims Court for an Order (called a Subpoena) that can compel your witness(es) to:

- bring documents or records to the Court or;
- to testify at the trial.

**Who serves the Order of Court on the witness?**

The Sheriff of the Small Claims Court will serve the Court Order on the witness(es).

**Do I have to pay the Witness?**

If the witness is to testify on your behalf in the case, you will have to pay the cost of bringing him to Court.

**Is there a deadline to serve the Subpoena?**

The Subpoena must be served before the date the witness is expected to testify.

**What if I or my witness(es) do not speak English?**

You must inform the Court on the first day of your appearance in Court that you do not speak or understand English and inform the Court of the language you or your witness(es) understand. The Court will assign an interpreter to you when you or your witness(es) needs one.

**Can the Defendant and I agree to settle our case before the trial?**

Yes. The parties are also encouraged to contact one another with a view to settling the matter amicably. However, the Court

### **How can I find a Sheriff?**

You can find a Sheriff in the Small Claims Registry.

### **What do I say to the Sheriff?**

You tell the Sheriff that you are the Judgement Creditor in a Small Claims case. Give the Sheriff your Small Claims suit number and say that you want to ask the Court for an Execution.

An Execution is a Court Order that allows the Sheriff to take property or money of the person you sued to get your judgement paid.

### **Do I have to pay the Sheriff?**

No. The Sheriff is a staff of the Court but you have to pay for the process of the Execution. The Small Claims Registry will determine the fee to pay and payment is to be made to the Registry. (You should request for a receipt)

### **How does the Sheriff know what Asset the Judgement Debtor has?**

You must find out the Judgement Debtor's asset and give that information to the sheriff.

## **SCHEDULE OF FEES**

### **1. For the recovery of specific sums**

A. Not exceeding 5,000.00	N250.00
B. Between 5,001.00 to 50,000.00	N500.00
C. Between 50,001.00 to 500,000.00	N1,8750.00
D. Between 500,001.00 to 1,000,000.00	N3,750.00
E. Between 1,000,001.00 to 5,000,000.00	N5,500.00
F. Between 5,000,001.00 to 10,000,000.00	N11,000.00

Being the sum claimed as at the time of filing any application to the District Court.

2. For the possession of property and the payment of arrears of rent and mesne profit between landlord and tenant for amounts exceeding 10,000,000.00	N15.000.00
---	------------

3. For the appointment of a guardian	N200.00
4. For an Injunction	N200.00
5. For any other relief claimed	N200.00

### **Note: -**

(a) Item1- The sum claimed as Debt or damages shall be specified.



(b) Item 2-The annual rent or value to be specified shall be that which is payable under the lease granted to the tenant sued or the lease last granted to any person before the bringing of the action, whichever be the greater.

If it is something other than money, whether wholly or in part, it's nature and annual value shall be specified. If it is the annual rent or value was understated, the Court may order the balance of the fees chargeable to be paid; and if it was understated knowingly or negligently, the Court may also order a sum equal to such balance to be paid as penalty.

In either case, the Court may direct that the Proceedings shall not continue until the balance and penalty (if any) are paid.

- |  |         |
|--|---------|
| 1. Application for Warrant                                     | N150.00 |
| 2. On filing any Application to the District Judge in Chambers | N150.00 |
| 3. Filing security bond  | N150.00 |

## FORM SCA 1

### SMALL CLAIMS COURT LETTER OF DEMAND

FROM:

.....

WORK ADDRESS.....

RESIDENTIAL ADDRESS.....

TELEPHONE NO. AND

EMAIL.....

TO.....

WORK ADDRESS.....

RESIDENTIAL ADDRESS.....

TELEPHONE NO. AND E-MAIL.....

SIR/MADAM

DEMAND:

I hereby claim from you

.....

.....

#### (PLEASE STATE PARTICULARS)

.....

.....

Unless you comply with this demand within fourteen (14) days after receipt of this letter, summons will be issued against you in the Small Claims Court.

.....

CLAIMANT'S SIGNATURE

**FORM SCA 2**

**IN THE DISTRICT COURT OF KADUNA STATE (SMALL CLAIMS)**

**COMPLAINT FORM (TO ACCOMPANY FORM SCA 3)**

- NB: 1. Please fill the Form legibly.
2. Please attach copies of the documents (contracts, receipts, experts' report (if applicable) etc. upon which the claim is based.
3. Submit this form at the Registry of the Small Claims Court.

**PARTICULARS OF CLAIMANT(S)**

FULL NAME.....

WORK ADDRESS.....

RESIDENTIAL ADDRESS.....

TELEPHONE NO. AND E-MAIL.....

Please attach a list of other Claimants (if more than one) with the required particulars.

**PARTICULARS OF DEFENDANT(S)**

FULL NAME.....

WORK ADDRESS.....

RESIDENTIAL ADDRESS.....

TELEPHONE NO. AND E-MAIL.....

Please attach a list of other Defendant(s) (if more than one) with the required particulars.

PLEASE SUMMARIZE YOUR COMPLAINT AND STATE THE STEPS YOU HAVE TAKEN TO

RECOVER THE CLAIM.

.....

.....

.....

.....

.....

.....

.....

.....

CLAIMANTS' SIGNATURE/

THUMBPRINT

.....

DATE

**Sworn to at the Small Claims Court Registry.....this.....Day of.....20.....**

The foregoing having been read and interpreted by me to the Deponent in

..... Language he being Illiterate/ Blind and he having appeared perfectly to

have understood before affixing his thumb print impression.

**JURAT** (If applicable)

**Commissioner for Oaths.**

**FORM SCA 3**

**IN THE DISTRICT COURT OF KADUNA STATE (SMALL CLAIMS)  
SUMMONS  
(TO BE SERVED WITHIN SEVEN DAYS OF FILING)**

CLAIM NO.....

**BETWEEN**

.....CLAIMANT

**AND**

..... DEFENDANT

**The Claimant Claims:**

**Debt (particulars are attached)** .....

**Court Fees**.....

**Costs**.....

**Total :** \_\_\_\_\_

**To** .....

.....

.....

1. You are hereby summoned to appear personally before this Court on the ..... Day of .....20..... at ..... to admit or deny your liability for the above mentioned claim.
  2. If you deny liability or have a counter claim you are advised to complete and return Form SCA 5 to the registry of the Small Claims Court within seven (7) days after the service of this summons inclusive of the day of service. If you require a longer time for payment, complete the form of ADMISSION as in Form SCA 5.
  - 3.(a) Take Notice that if you fail to appear in court on the hearing date after a summons has been served on you, judgement may be obtained against you by the Claimant.
  - (b) Money payable in terms of a Judgement or Order of Court may be paid directly to the Judgement Creditor.
  - (c) The Judgement Debtor must notify the Judgment Creditor fully and correctly; within 7 days after he has changed his place of work, employment or residence, of his new place of work, employment or residence.
- Dated at .....this.....Day of .....20.....

Registrar

**FORM SCA 4**

**IN THE DISTRICT COURT OF KADUNA STATE (SMALL CLAIMS)  
AFFIDAVIT OF NON-SERVICE**

CLAIM NO.....

**BETWEEN**

..... CLAIMANT

**AND**

..... DEFENDANT/RESPONDENT

I.....

.....

Make Oath and say, that on the ..... day of.....20.....

At .....O' clock I attempted to serve upon.....

Summons for small claims.....

.....True copy whereof annexed issued out of this court at.....

I have been unable to serve the Summons.....

Because .....

.....

.....  
**Sheriff Cor**

**SWORN TO AT THE (SMALL CLAIMS) COURT REGISTRY.**

**THIS ..... DAY OF .....20.....**

IN THE DISTRICT COURT OF KADUNA STATE (SMALL CLAIMS)

FORM OF ADMISSION, DEFENCE AND COUNTERCLAIM TO ACCOMPANY FORM SCA 3  
(TO BE SERVED ON THE CLAIMANT WITHIN SEVEN DAYS OF SERVICE OF FORM SCA 3)

Claim No.....

BETWEEN:

.....CLAIMANT

AND

.....DEFENDANT

ADMISSION

I admit the Claimant's claim (or) .....part of the Claimants' claim and I ask for permission to pay the sum with costs on that amount on .....the..... day of.....20.....(or by instalments of N.....per.....) because,

- 1.....
- 2.....
- 3.....

State why you cannot pay at once)

DEFENCE

I have a defense .....  
.....  
.....  
.....  
.....

or I dispute part of the claim).....because  
.....  
(State briefly the facts you wish to put before the court)

(b) COUNTER OR SET OFF.

I have a counter-claim or set-off against the Claimant for N .....  
.....  
.....  
.....  
.....  
.....

(State the particulars of the Counter-claim or Set-off)

CLAIMANT'S SIGNATURE/  
THUMB PRINT

DATE

JURAT(If applicable)

The foregoing have been read and interpreted by me to the Deponent in..... Language  
he being Illiterate/Blind and he having appeared perfectly to have understood before affixing his  
thumb print impression.

Commissioner for Oaths

Defendant's address for service in Kaduna.....  
Dated this..... day of .....20.....

NB: IF YOU FAIL TO FILE AN ANSWER TO THE CLAIM, YOU MAY  
BE HELD TO HAVE ADMITTED THE CLAIM

IN THE DISTRICT COURT OF KADUNA SMALL CLAIMS)

AFFIDAVIT OF SERVICE

(PROOF OF SERVICE TO BE FILED WITHIN TWO DAYS OF SERVICE)

CLAIM NO:.....

BETWEEN

..... CLAIMANT

AND

.....DEFENDANT/RESPONDENT

I .....

Make Oath and say, that on the..... day of ..... 20.....

at .....O'clock I served upon .....

Summons for small claims .....

.....

.....True copy where of annexed issued out of this Court

at.....

upon.....on the complaint of

.....

by delivering the same personally to .....

.....

before the day I served the summons .....

.....I did not know.....

.....personally, but after he was pointed out to me

by.....

.....asked him

if he was.....and he said, he was.

.....

Sheriff Corp

SWORN TO AT THE SMALL CLAIMS

COURT REGISTRY.

THIS ..... DAY OF .....20.....

IN THE DISTRICT COURT OF KADUNA (SMALL CLAIMS)IN THE..... DISTRICT COURT  
HOLDEN AT.....

CLAIM NO:.....

BETWEEN  
..... CLAIMANT/APPLICANT  
AND  
.....DEFENDANT/RESPONDENT

MOTION EX-PARTE  
BROUGHT PURSUANT TO ORDER 4 RULE 2 OF THE DISTRICT COURT RULES, 2013 AND UNDR  
THE INHERENT JURISDICTION OF THE COURT

TAKE NOTICE that the Honourable Court will be moved on the .....day of .....20....., at 9'O Clock in the forenoon or soon thereafter as the Claimant/Applicant may be heard praying the court for the following:

An Order of the Court granting leave to the Claimant/Applicant to serve the Summons on the Defendant by substituted means, to wit: pasting same at ..... being the last known address of the Defendant orby any other means of service, as is hereby stated .....

AND FOR SUCH ORDER OR ORDERS as this Honourable Court may deem fit to make in the circumstances in this claim.

Dated.....day of .....20.....

.....  
Claimant's Signature

IN THE HIGH COURT OF KADUNA STATE  
(FAST TRACK COURT)/DIVISION  
HOLDEN AT.....

APPEAL NO:.....

BETWEEN  
..... APPELLANT  
AND  
..... RESPONDENT

NOTICE OF APPEAL

TAKE NOTICE that the ...../Appellant being dissatisfied with the decision of the (Small Claims Court).....District as contained in the Judgment delivered on the ..... by .....do hereby appeal to the High Court of Kaduna State, upon the grounds set out in paragraph 2 and will at the hearing of the Appeal seek the reliefs set out in paragraph 3.

AND the appellant further states the names and addresses of the persons who would be directly by the appeal are those set out in paragraph 4 of this Notice.

1. PART OF THE DECISION OF THE LOWER COURT COMPLAINED OF:-  
.....  
.....  
.....

2. GROUNDS OF APPEAL  
(1) The learned District Judge erred in law when His Honour held that..  
.....  
.....  
.....

PARTICULARS OF ERROR  
(a) .....  
.....  
.....  
(b) .....



.....  
.....  
.....

**3. RELIEFS BEING SOUGHT FROM THE HIGH COURT OF KADUNA STATE**

(a) An Order of the Honourable Court.....  
.....

(b) An Order.....  
.....  
.....

**4. PERSONS DIRECTLY AFFECTED BY THE APPEAL**

**NAMES**

**ADDRESS**

(a).....

(b).....

Dated this ..... Day of .....20.....

**ADDRESS FOR SERVICE**

.....  
**APPELLANT'S SIGNATURE**

**ISSUED THIS .....DAY OF .....2022**

**UNDER THE HANDS AND SEAL OF**

.....  
**HON. JUSTICE M.T.M ALIYU**  
**HON. CHIEF JUDGE OF KADUNA STATE**