**SMALL CLAIMS**

**INSTRUCTION**

TO: JAY CHAUHAN

 Barrister and Solicitor

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Please complete the following instructions to commence action in the small claims court.

1. Client’s Name and Address

Name:

Address:

Telephone Number:

Email:

2. Name of Defendant(s)

(i) Name:

 Address:

(ii) Name:

 Address:

3. Describe Briefly Reason for Action

4. Fees

I understand that claim is prepared in my name and the fees charged are only for the claim being prepared and if representation is required in the small claims court there will be additional cost. I agree to pay the fees upon completion of the claim.

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Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Client’s Signature

I understand that this document has been developed for the purpose of organizing the information necessary for my matter. I understand that by filling out this form I have not retained your services. Until I have signed a Retainer Agreement pursuant to the above matter, the Law Office of Jay Chauhan is not obliged to advise or act on my matter. I understand that I can send this document by fax, email or other means but **only** if instructed to do so by your office. I understand that some of the information contained may be confidential, and should I send this to your office without instruction to do so, I cannot hold you liable by any means.