



## YAVAPAI COUNTY JUSTICE COURTS

If you want to file a...

# SMALL CLAIMS COUNTERCLAIM



# YAVAPAI COUNTY JUSTICE COURTS

A counterclaim is a claim made by the defendant against the plaintiff. A counterclaim should be filed at the same time the defendant's answer is filed (Refer to the Small Claims Answer packet). **If you have already filed an answer**, you must request permission (of the court) to file a counterclaim.

If the amount of your counterclaim **exceeds \$3,500.00**, the case will be **transferred to the civil division of the justice court**. If the amount of the counterclaim **exceeds \$10,000.00** the case will be **transferred to the Superior Court**.

**Please STOP...**

If you have not yet received a small claims complaint and you have not filed an Answer to the complaint.  
If there has already been a judgment rendered.

**Please PROCEED...**

If you are within the prescribed time limit of filing a Counterclaim and are filing an Answer.

**FORMS Needed:**

Small Claims Counterclaim

**INSTRUCTIONS:**

- 1) Complete the form(s)
- 2) Make copies of the answer form and counterclaim form. The court will require an original of each and you may wish to have copies; additionally each named plaintiff will need a copy.
- 3) File papers with the court clerk
- 4) Pay the answer fee. There is no fee for the counterclaim.
- 5) Mail the copies to the plaintiff(s).

**IT IS IMPORTANT THAT ALL PARTIES KEEP THE COURT APPRISED OF ANY CHANGE IN ADDRESS A NOTICE OF CHANGE OF ADDRESS** form must be filed with the court when a party changes their address.



# Yavapai County Justice Courts, Arizona

CASE NUMBER: \_\_\_\_\_

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

Plaintiff(s) Name / Address / Email / Phone

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

Defendant(s) Name / Address / Email / Phone

The Statutory Agent / Corporate Officer to be served is: \_\_\_\_\_

## SMALL CLAIMS COUNTERCLAIM

To Plaintiff(s): You have twenty (20) days to respond this counterclaim by filing a written reply. If you fail to do so, a default judgment may be entered against you for the relief sought by the party filing the counterclaim.

DEFENDANT'S COUNTERCLAIM IN THE AMOUNT OF \$ \_\_\_\_\_

In addition to my ANSWER to the plaintiff's complaint, I counterclaim for the amount stated for the following reasons:

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

Date: \_\_\_\_\_  
Defendant / Counterclaimant

I CERTIFY that a copy of this document has been or will be mailed on _____ to:	
<input type="checkbox"/> Plaintiff at the above address	<input type="checkbox"/> Defendant at the above address
Date: _____	By _____ Signature Defendant / Counter-claimant