

MOTION TO REOPEN A SMALL CLAIMS CASE

1. Get the Motion to Reopen form from the Self Help Center or Room 400.
2. Complete form.
3. Go to Records Center in Room G9 and ask for your file to be retrieved and sent to Room 400.
4. Take completed motion form to Room 400 and give it to the clerk. A commissioner will review it.
 - If the commissioner agrees that you should be given a hearing on your motion, you will be given a hearing date. You must mail a copy of the motion to the other party.
 - If the commissioner does not think you should be given a hearing on your motion and you disagree, the case will be transferred to the judge for review. The judge will decide if there should be a hearing on your motion.
5. If you are given a hearing date, go to Room 409 on that date, on time, and wait for your case to be called. If your motion is granted, you will probably be given another court date to present evidence regarding the lawsuit. If your motion is denied, the judgment will remain in place.