



FORM SCC 1

**SMALL CLAIMS COURT
LETTER OF DEMAND**

FROM

- 1.
- 2.

WORK ADDRESS

RESIDENTIAL ADDRESS

TELEPHONE NO(S) AND E-MAIL

TO

- 1.
- 2.

WORK ADDRESS

RESIDENTIAL ADDRESS

TELEPHONE NO(S) AND E-MAIL

SIR/MADAM

DEMAND:

I hereby claim from you

(PLEASE STATE PARTICULARS)

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

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PLAINTIFF'S SIGNATURE



FORM SCC 2

**IN THE MAGISTRATES' COURT OF ANAMBRA STATE (SMALL CLAIMS)
COMPLAINT FORM (TO ACCOMPANY FORM SCC 3)**

- NB:
1. Please fill out the form legibly
 2. Attach copies of the documents (contracts, receipts, expert's report if applicable etc.
 3. Submit this form to the Registry of the Small Claims.

A. PARTICULARS OF PLAINTIFF(S)

FULL NAME

WORK ADDRESS

.....

RESIDENTIAL ADDRESS

TELEPHONE NO.(S) & E-MAIL ADDRESS

Attach a list of other Plaintiff(s) (if more than one) with the required particulars.

B. PARTICULARS OF DEFENDANT(S)

FULL NAME

WORK ADDRESS

.....

RESIDENTIAL ADDRESS

TELEPHONE NO.(S) & E-MAIL ADDRESS

C. PARTICULARS OF CLAIMS

TOTAL SUM CLAIMED:

INTEREST:

COSTS:

OTHERS:

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

SUMMARISE YOUR COMPLAINT AND STATE THE STEPS YOU HAVE TAKEN TO RECOVER
THE CLAIM:

.....

.....



FORM SCC 3

**THE MAGISTRATES' COURT OF ANAMBRA STATE (SMALL CLAIMS)
SUMMONS**

(TO BE SERVED WITHIN 7 (SEVEN) DAYS OF FILING)

CLAIM NO.....

BETWEEN:

.....PLAINTIFF(S)

AND

.....DEFENDANT(S)

The PLAINTIFF Claims:

Debt (attach particulars)

Court Fees.....

Costs.....

Total: ₦ _____

To

1. You are hereby summoned to appear personally or by your representative before this court on the day of20 atto admit or deny your liability for the above mentioned claim.
2. If you deny liability or have a counterclaim you are advised to complete and return Form SCC 9 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 SCC 9.
3. (a) Take notice that if you fail to appear in Court on the hearing date after a summons has been served on you, judgment may be obtained against you by the Plaintiff.
 (b) Money payable in terms of a judgment or Order of Court may be paid directly to the Judgment Creditor.
 (c) The Judgment Debtor must notify the Judgment Creditor fully and correctly; within 7 days after he has changed his place of business, work, employment or residence, of his new place of business, work, employment or residence.

Dated atthisday of20....

REGISTRAR



FORM SCC 4

**IN THE MAGISTRATES' COURT OF ANAMBRA STATE (SMALL CLAIMS)
SUMMARY JUDGMENT
(TO BE SERVED ON THE DEFENDANT WITHIN 7 (SEVEN) DAYS OF FILING)**

CLAIM NO.....

BETWEEN:

..... PLAINTIFF(S)

AND

..... DEFENDANT(S)

APPLICATION FOR SUMMARY JUDGMENT

TAKE NOTICE that this Honourable Court shall be moved on the day of 20 At 9 O'clock in the forenoon or so soon thereafter as the Plaintiff may be heard praying for an Order:

1. Entering Summary Judgment against the Defendant in the sum of

[~~₦~~.....]

(Amount in words)]

plus interest and costs.

[State the exact amount claimed without more]

2. And for such order(s) the Court may deem fit to make.

Dated this day of 20

PLAINTIFF'S SIGNATURE

ADDRESS

.....

TELEPHONE NO:

E-MAIL:

FOR SERVICE ON

DEFENDANT'S NAME:

ADDRESS:

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.....

TELEPHONE NO:

E-MAIL:



FORM SCC 5

IN THE MAGISTRATES' COURT OF ANAMBRA STATE (SMALL CLAIMS)

IN THE MAGISTERIAL DISTRICT

HOLDEN AT

CLAIM NO.....

BETWEEN:

..... PLAINTIFF(S)

AND

..... DEFENDANT(S)

**AFFIDAVIT IN SUPPORT OF
APPLICATION FOR SUMMARY JUDGMENT**

I,

of

Anambra State do hereby make an oath and state as follows:

[State the name and address of the Plaintiff]

1. I am the Plaintiff in this case.
2. The Defendant is indebted to me in the sum of ₦

(Amount in words)

and I verily believe that the Defendant has no defence whatsoever to my claim.

[State the exact amount claimed without more]

3. Notwithstanding the issuance of a Letter of Demand, the Defendant failed to liquidate his indebtedness to me.
4. I have also issued a Complaint Form and caused a Summons to be issued against the Defendant.
5. Notwithstanding the service of the foregoing on the Defendant, he has failed to liquidate his indebtedness to me.
6. The indebtedness arose on account of:

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[Explain the details of the transaction and why summary judgment should be entered against the Defendant. Explain all efforts made to recover the indebtedness. Attach all necessary documents. Use extra sheets if necessary].
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7. I depose to this Affidavit conscientiously, believing all the depositions contained here to be true and correct by the Oaths Law of Anambra State.

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D E P O N E N T

SWORN TO AT THE MAGISTRATES' COURT OF ANAMBRA STATE, (SMALL CLAIMS) REGISTRY.

THISDAY OF20.....

BEFORE ME

COMMISSIONER FOR OATHS

FORM OF JURAT (if applicable)

Where the Commissioner has read the Affidavit to the Deponent.

SWORN to at the Small Claims Court Registry this day of 20

This day of20..... Before me, I have first truly distinctly and audibly read over the contents of this affidavit to the deponent who is blind or illiterate and explained the nature and contents of the exhibits therein referred to in the Language when he/she appeared perfectly to understand the same and made his/her mark (for signature) thereto in my presence.

Commissioner for Oaths



FORM SCC 5A

IN THE MAGISTRATES' COURT OF ANAMBRA STATE (SMALL CLAIMS)

IN THE MAGISTERIAL DISTRICT

HOLDEN AT

CLAIM NO.....

BETWEEN:

..... PLAINTIFF(S)

AND

..... DEFENDANT(S)

DEFENDANT'S COUNTER-AFFIDAVIT

TO APPLICATION FOR SUMMARY JUDGMENT

(TO BE SERVED ON THE PLAINTIFF WITHIN 7 (SEVEN) DAYS OF SERVICE OF FORM SCC 4 & SCC 9)

I, of

.....

Anambra State hereby make oath and state as follows:

[State the Defendant's name and address of the Defendant]

1. I am the [.....] Defendant in this case.
[if there are multiple defendants state the position of the defendant]
2. I have a good defence against the Plaintiff's claim. I have expressed my defence in Form SCC 5
[State if there is a Counterclaim]
3. The Plaintiff is not entitled to Summary Judgment against me [.....].
[State name of the Defendant].
4. I dispute the allegations in paragraphs [.....] of the
Plaintiff's affidavit because: *[the Defendant SHALL state paragraphs in the affidavit that he is opposing]*

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[Explain in detail why summary judgment should not be entered against Defendant. Attach all necessary documents. Use extra sheets if necessary].

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- 5. I know that Defendant is not indebted to the Plaintiff in the sum of ₦
or any sum whatsoever.
[State the amount being claimed]
- 6. I depose to this Affidavit conscientiously, believing all the depositions contained here to be true and correct and in accordance with the Oaths Law of Anambra State.

.....
D E P O N E N T

SWORN TO AT THE MAGISTRATES' COURT OF ANAMBRA STATE, (SMALL CLAIMS) REGISTRY.

THISDAY OF20.....

BEFORE ME

COMMISSIONER FOR OATHS

FORM OF JURAT (if applicable)

Where the Commissioner has read the Affidavit to the Deponent.

SWORN to at the Small Claims Court Registry this day of 20

This day of Before me, I have first truly distinctly and audibly read over the contents of this affidavit to the deponent who is blind or illiterate and explained the nature and contents of the exhibits therein referred to in the Language when he/she appeared perfectly to understand the same and made his/her mark (for signature) thereto in my presence.

Commissioner for Oaths



FORM SCC 6

**IN THE MAGISTRATES' COURT OF ANAMBRA STATE (SMALL CLAIMS)
AFFIDAVIT OF SERVICE
(PROOF OF SERVICE TO BE FILED WITHIN 24 [TWENTY-FOUR] HOURS OF SERVICE)**

CLAIM NO.....

BETWEEN:

..... PLAINTIFF(S)

AND

..... DEFENDANT(S)

I,

Make an Oath and say, that on the.....day of20..... atO'clock, I served upon

Summons for Small Claims, true copy whereof is annexed issued out of this court at..... upon the complaint of the Plaintiff 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

I asked him if he was and he said, he was.

.....

Bailiff

SWORN TO AT THE MAGISTRATES' COURT OF ANAMBRA STATE (SMALL CLAIMS) REGISTRY

THIS DAY OF 20

BEFORE ME

COMMISSIONER FOR OATHS



FORM SCC 7

IN THE MAGISTRATES' COURT OF ANAMBRA STATE (SMALL CLAIMS)

AFFIDAVIT OF NON-SERVICE

CLAIM NO.....

BETWEEN:

..... PLAINTIFF(S)

AND

..... DEFENDANT(S)

I

Make an Oath and say, that on theDay of20.....at.....O'clock,
I attempted to serve upon

.....

Summons for Small Claims, true copy whereof is annexed issued out of this court at

.....

I have been unable to serve the Summons because

.....

.....

Bailiff

**SWORN TO AT THE MAGISTRATES' COURT OF ANAMBRA STATE, (SMALL CLAIMS)
REGISTRY.**

THISDAY OF20.....

BEFORE ME

COMMISSIONER FOR OATHS



FORM SCC 8

IN THE MAGISTRATES' COURT OF ANAMBRA STATE (SMALL CLAIMS)

IN THEMAGISTERIAL DISTRICT

HOLDEN AT

CLAIM NO.....

BETWEEN:

..... PLAINTIFF(S)/APPLICANTS(S)

AND

..... DEFENDANT(S)/RESPONDENT(S)

MOTION EX-PARTE

**BROUGHT PURSUANT TO SECTION 6(7) OF THE SMALL CLAIMS COURT PRACTICE
DIRECTIONS 2023 AND UNDER THE INHERENT JURISDICTION OF THE COURT**

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

AN ORDER of the Court granting leave to the Plaintiff/Applicant to serve the Summons and
other processes on the Defendant by substituted means, to wit: posting same at

.....
.....

Being the last known address of the Defendant or by 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.

Dated this day of20.....

.....
PLAINTIFF'S SIGNATURE



SECTION 6(7)(i)

FORM SCC 8A

IN THE MAGISTRATES' COURT OF ANAMBRA STATE (SMALL CLAIMS)

IN THE MAGISTERIAL DISTRICT

HOLDEN AT

CLAIM NO.....

BETWEEN:

..... PLAINTIFF(S)

AND

..... DEFENDANT(S)

**AFFIDAVIT IN SUPPORT OF
APPLICATION FOR SUBSTITUTED SERVICE**

I,

of

Anambra State do hereby make an oath and state as follows:

[State the name and address of the Plaintiff]

1. I am the Plaintiff in this case.
2. The Bailiff of this Court has deposed to an affidavit of non service of the Summons for Small Claims issued against the Defendant(s)
3. The Summons shall be brought to the attention of the Defendant(s) if it is served by substituted means to wit: (State the mode of substituted service preferred in compliance with Section 6(7)(i)(ii)).
4. I depose to this Affidavit conscientiously, believing all the depositions contained here to be true and correct by the Oaths Law of Anambra State.

.....
D E P O N E N T

SWORN TO AT THE MAGISTRATES' COURT OF ANAMBRA STATE, (SMALL CLAIMS) REGISTRY.

THISDAY OF20.....

BEFORE ME

COMMISSIONER FOR OATHS



FORM SCC 9

IN THE MAGISTRATES' COURT OF ANAMBRA STATE (SMALL CLAIMS)

FORM OF ADMISSION, DEFENCE AND COUNTERCLAIM

(TO BE SERVED ON THE PLAINTIFF WITHIN 7 (SEVEN) DAYS OF SERVICE OF FORM SCC 3)

CLAIM NO.....

BETWEEN:

..... **PLAINTIFF(S)**

AND

..... **DEFENDANT(S)**

ADMISSION

I admit the Plaintiff's claim (or) part of the Plaintiff's claim and I ask for permission to pay the sum with costs on that amount on theday of20..... or by installments of ₦ per because:

1.
2.
3.

(State why you cannot pay at once)

DEFENCE

I have a Defence
.....
.....
.....
.....

or I dispute part of the Plaintiff's Claim
because

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(State briefly the facts you wish to put before the Court)

COUNTER-CLAIM OR SET-OFF

I have a Counterclaim or Set-off against the Claim for ₦



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(State the particulars of the Counterclaim or set-off)

I hereby abandon any claim in excess of N5,000,000.00 (Five Million Naira) (excluding interest and costs).

.....
Defendant's Signature/Thumbprint

.....
Date

FORM OF JURAT (if applicable)

Where the Registrar has read the document to the Deponent.

I have first truly distinctly and audibly read over the contents of this document to the defendant who is blind or illiterate and explained the nature and contents of the document therein referred to in the Language when he/she appeared perfectly to understand the same and made his/her mark (for signature) thereto in my presence.

Registrar/Commissioner for Oaths



FORM SCC 10

**IN THE HIGH COURT OF ANAMBRA STATE
SMALL CLAIMS COURT APPEAL
HOLDEN AT.....**

APPEAL NO SCCA/.....

BETWEEN:

..... **APPELLANT(S)**

AND

..... **RESPONDENT(S)**

**NOTICE OF APPEAL
TO BE FILED WITHIN 14 (FOURTEEN) DAYS OF DELIVERY OF THE JUDGMENT**

TAKE NOTICE that the/Appellant being dissatisfied with the decision of the Magistrate’s Court (Small Claims Court) Magisterial District as contained in the Judgment delivered on theday of20.....

by do hereby appeal to the High Court of Anambra 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 that the names and addresses of the persons who would be directly affected by the appeal are those set out in paragraph 4 of this Notice.

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

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.....

2. GROUNDS OF APPEAL

(1) The learned Magistrate erred in law when His Worship held that

.....
.....

PARTICULARS OF ERROR

(a)

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(b)

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[Additional grounds of Appeal shall be contained in a separate paper]

3. RELIEFS SOUGHT FROM THE HIGH COURT OF ANAMBRA STATE

(a) An Order of the Honourable Court

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.....

(b) An Order of the Honourable Court

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[Additional Reliefs shall be contained in a separate paper]

4. PERSON DIRECTLY AFFECTED BY THE APPEAL

NAMES:

ADDRESS:

TELEPHONE NO: **E-MAIL:**

NAMES:

ADDRESS:

TELEPHONE NO: **E-MAIL:**

Dated thisday of20.....

.....
APPELLANT'S SIGNATURE

ADDRESS FOR SERVICE

NAME:

ADDRESS:

.....
TELEPHONE:

E-MAIL: