

SMALL CLAIMS COURT LETTER OF DEMAND

FROM 1
2
2
WORK ADDRESS
RESIDENTIAL ADDRESS
TELEPHONE NO(S) AND E-MAIL TO 1.
VORK ADDRESS
RESIDENTIAL ADDRESS
TELEPHONE NO(S) AND E-MAIL
SIR/MADAM
DEMAND:
I hereby claim from you (PLEASE STATE PARTICULARS)
Unless you comply with this demand within 14 (fourteen) days after receipt of this letter, Summon will be issued against you in the Small Claims Court

PLAINTIFF'S SIGNATURE

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.

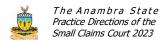
A. PARTICULARS OF PLAINTIFF(S)

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:

PLAINTIFF'S SIGNATURE/ THUMBPRINT	DATE
SWORN to at the Small Claims Court Regist	γ this day of 20
THE foregoing having been read and interpreted a Language, he being illiterate/blind and he having before appending his thumbprint/impression.	•

JURAT (if applicable)

BEFORE ME



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

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

BETWE	EEN:
	PLAINTIFF(S)
AND	DEFENDANT(S)
The PL	AINTIFF Claims:
Debt (a	attach particulars)
Court I	Fees
Costs	
_	Total: N
То	
1.	You are hereby summoned to appear personally or by your representative before this court on the
3. (a) (b) (c)	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. Money payable in terms of a judgment or Order of Court may be paid directly to the Judgment Creditor. 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	at20

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

SUMMARY JUDGMENT (TO BE SERVED ON THE DEFENDANT WITHIN 7 (SEVEN) DAYS OF FILING)

		CL	AIM NO
BETWE	EN:		
			PLAINTIFF(S)
AND			
			DEFENDANT(S)
	APPLICAT	TION FOR SUMMARY JUDG	MENT
		clock in the forenoon or so s	on the day of soon thereafter as the Plaintiff
	tering Summary Judgmen	t against the Defendant in tl 	he sum of
plu	t in words)us interest and costs. Itee the exact amount claimed with]
2. An	nd for such order(s) the Co	urt may deem fit to make.	
	Dated this c	lay of 20	
			PLAINTIFF'S SIGNATURE
		ADDRESS	
		TELEPHONE NO:	
EOD CE	ERVICE ON	E-MAIL:	
	DANT'S NAME:		
	SS:		
	IONE NO:		

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

IN THE MAGISTERIAL DISTRICT
HOLDEN AT
CLAIM NO
EEN:
PLAINTIFF(S)
AFFIDAVIT IN SUPPORT OF APPLICATION FOR SUMMARY JUDGMENT
ora State do hereby make an oath and state as follows: e name and address of the Plaintiff]
I am the Plaintiff in this case.
The Defendant is indebted to me in the sum of ₦
(Amount in words)
Notwithstanding the issuance of a Letter of Demand, the Defendant failed to liquidate his indebtedness to me.
I have also issued a Complaint Form and caused a Summons to be issued against the Defendant.
Notwithstanding the service of the foregoing on the Defendant, he has failed to liquidate his indebtedness to me.
The indebtedness arose on account of:
he details of the transaction and why summary judgment should be entered against the Defendant. Explain all efforts made to recover tedness. Attach all necessary documents. Use extra sheets if necessary].

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.
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
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)

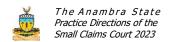
IN THE MAGISTERIAL DISTRICT	
HOLDEN AT	
CLAIM NO	
BETWEEN:	
AND PLAINTIFF(S)
DEFENDANT((S)
DEFENDANT'S COUNTER-AFFIDAVIT TO APPLICATION FOR SUMMARY JUDGMENT (TO BE SERVED ON THE PLAINTIFF WITHIN 7 (SEVEN) DAYS OF SERVICE OF FORM SCC 4 & SCC 9)	
I, of	
Anambra State hereby make oath and state as follows: [State the Defendant's name and address of the Defendant]	
1. I am the [
2. I have a good defence against the Plaintiff's claim. I have expressed my defence in Form SCC [State if there is a Counterclaim]	5
3. The Plaintiff is not entitled to Summary Judgment against me [.].
4. I dispute the allegations in paragraphs [า∈
[Explain in detail why summary judgment should not be entered against Defendant. Attach all necessary documents. Use extra sheets if necessary	
	•••
	• • •
	•

5.	I know that Defendant is not indebted to the Plaintiff in the sum of ₦
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.
	DEPONENT
SWC	ORN TO AT THE MAGISTRATES' COURT OF ANAMBRA STATE, (SMALL CLAIMS) REGISTRY.
THIS	5DAY OF20
	BEFORE ME
	COMMISSIONER FOR OATHS
	FORM OF JURAT (if applicable)
Whe	ere the Commissioner has read the Affidavit to the Deponent.
SWO	ORN to at the Small Claims Court Registry this day of 20
read natu	day of
the s	same and made his/her mark (for signature) thereto in my presence.

Commissioner for Oaths

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)

DETM/FEN!			CLAIM NO
BETWEEN:			
 AND			PLAINTIFF(S)
			DEFENDANT(S)
Make an Oath	n and say, that on t	heday of	20 atO'clock, I
served upon .			
Summons for	r Small Claims, tru	ue copy whereof is ar	nnexed issued out of this court
at		upon the complair	nt of the Plaintiff by delivering the
same persona	ally to		
Before the da	y I served the Sum	mons	
I did not knov	w		
personally, bu	ut after he was poin	ted out to me by	
I asked him if	he was		and he said, he was.
			Bailiff
		COURT OF ANAMBRA ST	TATE (SMALL CLAIMS) REGISTRY
11113	DAT OF		
		BEFORE ME	



IN THE MAGISTRATES' COURT OF ANAMBRA STATE (SMALL CLAIMS) AFFIDAVIT OF NON-SERVICE

CLAIM NO	
BETWEEN:	
	PLAINTIFF(S)
AND	
I	
Make an Oath and say, that on theDay of20 I attempted to serve upon	
Summons for Small Claims, true copy whereof is annexed issued out	
I have been unable to serve the Summons because	
	 Bailiff
	-
SWORN TO AT THE MAGISTRATES' COURT OF ANAMBRA STATE, (SMAL REGISTRY.	L CLAIMS)
THIS20	
BEFORE ME	

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	
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	

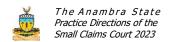
SECTION 6(7)(i)

FORM SCC 8A

IN THE MAGISTRATES' COURT OF ANAMBRA STATE (SMALL CLAIMS) IN THE MAGISTERIAL DISTRICT HOLDEN AT CLAIM NO..... **BETWEEN:**PLAINTIFF(S) AND 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. DEPONENT SWORN TO AT THE MAGISTRATES' COURT OF ANAMBRA STATE, (SMALL CLAIMS) REGISTRY.

BEFORE ME

THIS20......



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
<u>ADMISSION</u>
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 of
1
2
3
(State why you cannot pay at once)
<u>DEFENCE</u>
I have a Defence
or I dispute part of the Plaintiff's Claim
because
(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 ₩

(State the particulars of the Counterclaim	or set-off) N5,000,000.00 (Five Million Naira) (excluding
Defendant's Signature/Thumbprint	Date
FORM OF JUR	RAT (if applicable)
Where the Registrar has read the document to	o the Deponent.
who is blind or illiterate and explained the na	ver the contents of this document to the defendant ture and contents of the document therein referred Language when he/she appeared perfectly ark (for signature) thereto in my presence.
	Registrar/Commissioner for Oaths
	registral/continussioner for Gaths

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

APPEAL NO SCCA/		
BET	WEEN:	
	APPELLANT(S)	
	RESPONDENT(S)	
	NOTICE OF APPEAL TO BE FILED WITHIN 14 (FOURTEEN) DAYS OF DELIVERY OF THE JUDGMENT	
Mag	E NOTICE that the/Appellant being dissatisfied with the decision of the gistrate's Court (Small Claims Court)day of	
of A	nambra State, upon the grounds set out in paragraph 2 and will at the hearing of the eal seek the reliefs set out in paragraph 3.	
	the Appellant further states that the names and addresses of the persons who would lirectly 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:-	
2.	GROUNDS OF APPEAL (1) The learned Magistrate erred in law when His Worship held that	
	TICULARS OF ERROR	
(a) 		

(b)		
[Addit	cional grounds of Appeal shall be contained in a separate paper]	
3.	RELIEFS SOUGHT FROM THE HIGH COURT OF ANAME	BRA STATE
(a)	An Order of the Honourable Court	
	An Order of the Honourable Court	
(b)	An Order of the Honourable Court	
[Addit	cional Reliefs shall be contained in a separate paper]	
4.	PERSON DIRECTLY AFFECTED BY THE APPEAL	
	ES:	
ADDF	RESS:	
TELEF	PHONE NO:E-MAIL:	
NAM	ES:	
ADDF	RESS:	
TELEF	PHONE NO:E-MAIL:	
	Dated thisday of20	
		APPELLANT'S SIGNATURE
	RESS FOR SERVICE	
ADD	IE:	
	PHONE:	
E-MA	NL:	