Order for payment procedure (*This petition must be completed and signed, and submitted to the Court Registry in duplicate. You will then be required to pay a court fee: f 50 [BES $ 28] for natural persons who do not act by virtue of a profession or business, f 100 [BES $ 56] for others.*)	[No stamp]

To
The Court of First Instance

SMALL CLAIM PETITION
for money claims up to f 10,000 [BES $ 5,587]

Claimant *(this is you)*

Full name:
Address:
Phone number + email address:

Defendant *(this is the person you claim money from)*

Full name:	
Address:	**Attachment 1:** *recent extract from the Civil Registry or the Trade Register, related to the defendant*
Phone number + email address:	

Description of the case

What is the case about?
What do you aim to achieve with this petition?
Why do you believe you are entitled to that?
What is the defendant's stance on this?

Evidence

Do you have supporting evidence (such as a contract, receipts, letters)? Please attach these.

The claim

The claimant petitions the Court to order the defendant, enforceable immediately, to:

a. pay ………… *(state the amount you claim);*

b. pay interest and extrajudicial costs (if applicable);

c. pay the costs of procedure.

[place and date, name, and signature of the claimant]