

Summons & Compliant Process

You have a complaint where you are owed money or have paid for services that have not been completed and you would like to know what you can do:

Only claims valued at \$7,500 or less can be brought in Magistrate Court.

*** NOTE: There is no assurance you will receive the money if you win the claim or if the judge finds in your favor***

Option 1: If the complaint is with a company that is classified as business; you must send a certified letter stating your complaint. You must give the other party twenty days to respond, if not, you may file a claim at the magistrate's office.

Option 2: If the complaint is with someone or a company that is classified as personal; you may contact them to let them know that you are going to take legal action. If you have no satisfaction, you may file a claim at the magistrate's office.

1. You may contact or visit the magistrate's office to begin a claim or to ask any questions that you may have. You will need to complete the SUMMONS & COMPLAINT APPLICATION, which has a filing fee of \$80.00 dollars.
2. It is required to have two copies for the filing process (one original and one copy).
3. Once served the defendant will have thirty days to answer your complaint. If an answer is filed, the court will schedule a hearing and notify you by mail.
4. After the thirty days if the defendant has not responded or satisfied your complaint, you may contact the magistrate's office to request a Judgment by Default if an itemization of account was filed.

IF YOU HAVE ANY FURTHER QUESTION CONTACT:

Chester County Magistrates Court
2740 Dawson Drive
Chester, SC 29706
803-581-5136 Ext. 1 Civil Department
<https://www.chestercountysc.gov/magistrate-court>

(We are not allowed to give legal advice)