

SMALL CLAIMS ODR PROCEDURE

After filing a Small Claims case with the Court, you will receive an email from the Online Dispute Resolution Program (ODR) with a link and password to log in to ODR. You will need to log in within 7 days of filing the claim with the Lehi Justice Court.

After the defendant has been served the paperwork, they have 14 days to register with ODR. Then you will begin the mediation process. All mediation will be done through ODR.

If you can come to an agreement through ODR, then the ODR facilitator will file the Settlement Agreement with the Court. If you cannot come to an agreement, then the ODR facilitator will file Trial Preparation paperwork with the Court. The Court will set a court date for a Small Claims Trial and the case will go before the judge for his decision.

SMALL CLAIMS FEE SCHEDULE

SMALL CLAIMS

AMOUNT SUING FOR		FILING FEE
Damages \$2,000 or less		\$ 60.00
Damages \$2,001 to \$7,499		\$100.00
Damages \$7,500 to \$15,000		\$185.00

SMALL CLAIMS COUNTER AFFIDAVIT

AMOUNT COUNTER SUING FOR		FILING FEE
Damages \$2,000 or less		\$ 50.00
Damages \$2,001 to \$7,499		\$ 70.00
Damages \$7,500 to \$15,000		\$120.00

SMALL CLAIMS APPEAL

APPEAL	PAYABLE TO	FILING FEE
Notice of Appeal NOTE: An additional \$240 fee is payable to the 4 th District Court at the time the Small Claims Notice of Appeal is filed.	Lehi Justice Court	\$10.00 PLUS check to District Court
Trial De Novo	American Fork District Court	\$240.00 (check or money order)

SMALL CLAIMS WRIT OF GARNISHMENTS

TYPE OF GARNISHMENT	PAYABLE TO	FEE
Garnishment Filing Fee	Lehi Justice Court	\$50.00
Garnishment – One Time	Garnishee	\$10.00
Garnishment – Continuing	Garnishee	\$25.00