



**Provincial Court of Saskatchewan  
Judicial Centre of Saskatoon  
The Small Claims Act**

**Saskatoon Small Claims Practice Guide**

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## 2) Forms

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- F1 – Intake Form
- F2 – Document List
- F3 – Trial Statement
- F4 – Statements of Claim
  - F4.1 – Statement of Plaintiff’s Claim – General Use
  - F4.2 – Statement of Plaintiff’s Claim – Motor Vehicle Claim
- F5 – Statement of Defence
- F6 – Counterclaim
- F6.1 – Statement of Defence and Counterclaim
- F7 – Affidavits of Service
  - F7.1 – Personal Service
  - F7.2 – Service by Registered Mail
  - F7.3 – Service by Fax
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  - F7.5 – Service by Ordinary Mail
  - F7.6 – Personal or Registered Mail
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- F8 – Third Party Claim
- F9 – Application to Set Aside a Judgment
- F10 – Notice of Appeal
- F10.1 – Transcript Letter
- F11 – Notice to Withdraw Action

## 3) Samples

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- S1 - Demand Letters
  - S1.1 – Demand Letter – General
  - S1.2 – Demand Letter – Motor Vehicle Claim
- S2 – Document List
- S3 – Trial Statements
  - S3.1 – Trial Statement – Claims \$5,000.00 or Less
  - S3.2 – Trial Statement – Motor Vehicle Claim
- S4 – Clauses describing Plaintiffs & Defendants
- S5 – Statements of Claim
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  - S5.2 – Statement of Claim – Goods
  - S5.3 – Statement of Claim – Services
  - S5.4 – Statement of Claim – Loan
  - S5.5 – Statement of Claim – NSF Cheque
  - S5.6 – Statement of Claim – Workmanship
  - S5.7 – Statement of Claim – House Transaction
- S6 – Statements of Defence
  - S6.1 – Statement of Defence – General
  - S6.2 – Statement of Defence – Workmanship - See S5.6 Claim
- S7 – Statement of Defence and Counterclaim – Services - See S5.3 Claim
- S8 – Third Party Claim – Workmanship – See S5.6 Claim



#### **4) Judges' Orders and Court Forms**

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- J1.1 – Order to File – General Application
- J1.2 – Order to File – \$5,000.00 or Less Simplified Procedure
- J1.3 – Order to File – Motor Vehicle Simplified Procedure
- J2 – Case Management Adjournment & Direction
- J3 – Trial Notice & Direction
- J4 – Judge Case Management Report