

COMPLAINT FOR MONEY OWED

PLEASE READ **BEFORE** COMPLETING PAPERWORK.

(Payment is due upon filing)

The following are items needed when you turn in the attached forms into the Clerk's Office:

- \$96.00 filing fee (payable in cash, credit/debit card*, money order, certified check or business check made payable to **DURHAM COUNTY CLERK OF COURT**)
- \$30.00 **PER DEFENDANT** service fee (payable in cash, credit/debit card*, money order, certified check or business check made payable to **DURHAM COUNTY SHERIFF'S DEPARTMENT**) (*A small processing fee will be charged.)

When **SUING A BUSINESS**, you **MUST** provide the name of a person who can accept service on behalf of the company (REGISTERED AGENT OR OWNER).

Examples of how to fill out the summons part of the paperwork:

REGISTERED AGENT

COMPANY NAME

JOHN DOE, REGISTERED AGENT **-OR-**

123 ADDRESS ST

DURHAM NC ZIP

(IF THERE IS NO

REGISTERED AGENT)

OWNER

COMPANY NAME

JOHN DOE, OWNER

123 ADDRESS ST

DURHAM NC ZIP

WHEN THERE IS NOT A REGISTERED AGENT OR OWNER:

DOING BUSINESS AS

JOHN DOE D/B/A

NAME OF BUSINESS

123 ADDRESS ST

DURHAM NC ZIP

YOU MAY OBTAIN THIS INFORMATION FROM THE FOLLOWING RESOURCES:

- Registered Agent's Name: Secretary of State Office at 919-814-5400
- Owner's Name: Durham County Register of Deeds at 919-560-0480

If **mailing** the attached paperwork into the Clerk's Office, please provide the following:

- Three (3) Complaints for Money Owed (Four [4] for two defendants)
- Three (3) Magistrate Summons (Four [4] for two defendants)
- One (1) Servicemembers Civil Relief Act Affidavit per defendant
- A self-addressed, stamped envelope (**SASE**) for your copies of the paperwork to be returned to you
- Payment as indicated above.

MAIL TO:

CLERK OF SUPERIOR COURT

ATTN: CIVIL FILINGS

510 S DILLARD ST

DURHAM NC 27701

IF YOU HAVE ANY QUESTIONS, CALL THE CLERK'S OFFICE, CIVIL FILINGS,

AT 919-808-3003.