



FORM BSSC 1
IN THE SMALL CLAIMS COURT OF BAYELSA STATE OF NIGERIA
IN THE MAGISTERIAL DISTRICT
HOLDEN AT

LETTER OF DEMAND

FROM:

NAME _____

WORK _____ ADDRESS _____

RESIDENTIAL _____ ADDRESS _____

TELEPHONE _____ NUMBER _____

E-MAIL _____ ADDRESS _____

TO:

NAME _____

WORK ADDRESS _____

RESIDENTIAL ADDRESS _____

TELEPHONE NUMBER _____

E-MAIL _____ ADDRESS _____

SIR/MADAM

DEMAND

I (We) hereby claim from you:

(PLEASE STATE BRIEF PARTICULARS)



Unless you comply with this DEMAND within fourteen (14) days after receipt of this letter, Summons will be issued against you in the Small Claims Court.

.....
CLAIMANT'S SIGNATURE

FORM BSSC 2

IN THE SMALL CLAIMS COURT OF BAYELSA STATE OF NIGERIA
IN THE MAGISTERIAL DISTRICT
HOLDEN AT

COMPLAINT FORM

(TO ACCOMPANY FORM BSSC 3)

NB:

1. Please fill the Form legibly.
2. Please ensure to attach copies of all the documents (contracts, receipts, experts' report etc) which form the basis of your claim.
3. Submit this Form at the Registry of the Small Claims Court.

A. PARTICULARS OF CLAIMANT(S)

NAME _____
WORK ADDRESS _____
RESIDENTIAL ADDRESS _____
TELEPHONE NUMBER _____
E-MAIL _____ ADDRESS _____

Please attach a list of other Claimants (if any) with the required particulars.

B. PARTICULARS OF DEFENDANT(S)

BAYELSA STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2022



NAME _____

WORK ADDRESS _____

RESIDENTIAL ADDRESS _____

TELEPHONE NUMBER _____

E-MAIL _____ ADDRESS _____

Please attach a list of other Defendant(s) (if any) with the required particulars.

PLEASE SUMMARIZE YOUR COMPLAINT AND STATE THE STEPS YOU HAVE TAKEN TO RECOVER THE CLAIM

CLAIMANT'S SIGNATURE/THUMBPRINT _____ DATE _____

Sworn to at the Small Claims Court Registry _____ this ____ day of _____ 20 ____ (Illiterate Jurat where applicable).

The foregoing having been read and interpreted by me _____ to the Deponent in _____ language, he



being illiterate/blind and he/her having perfectly understood same before affixing his/her thumb print impression.

BEFORE ME:

COMMISSIONER FOR OATHS

FORM BSSC 3

IN THE SMALL CLAIMS COURT OF BAYELSA STATE OF NIGERIA
IN THE MAGISTERIAL DISTRICT
HOLDEN AT

SUMMONS

(TO BE SERVED WITHIN SEVEN DAYS OF FILING)

CLAIM NO

BETWEEN:

..... CLAIMANT (S)

AND

..... DEFENDANT (S)

The Claimant Claims:



Debt/amount claimed (particulars to be indicated and copies of receipts or documents attached) _____ Court

Fees

Costs

TOTAL: ₦ _____

TO:

1. You are hereby summoned to appear before this Court on the _____ day of _____ 20 ____ at _____ to admit or deny your liability for the above claims.
2. If you deny liability or have a Counter-Claim, you are advised to complete and return FORM BSSC 5 to the Registry of the Small Claims Court within seven (7) days after the service of this Summons inclusive of the day of service. If you require a longer time for payment, complete the form of ADMISSION as in Form BSSC 5.
3. Please Note:
 - i. That if you fail to appear in Court on the hearing date after a Summon has been served on you, Judgement may be obtained against you by the Claimant.
 - ii. Money payable in terms of a Judgement or Order of Court may be paid directly to the Judgement Creditor.
 - iii. If you admit the Claim or part of it and want to pay the money to the Claimant in full or in instalments, you can approach the Claimant and reach an agreement which should be brought to the Court's attention.
4. Any person against whom a Judgement or Order to pay money has been made but who fails to pay such money, the Judgement or Order will be enforced against the person's moveable properties and then the immovable properties if the moveable properties are not enough to



satisfy the Judgement sum. Apart from the Judgement sum, the Judgement Debtor shall pay the cost of enforcing the Judgement.

The Judgement Debtor must notify the Judgement Creditor fully and correctly, within 7 days after he has changed his place of work, employment or residence, of his new place of work, employment or residence.

Dated this day of 20

Registrar

FORM BSSC 4
IN THE SMALL CLAIMS COURT OF BAYELSA STATE OF NIGERIA
IN THE MAGISTERIAL DISTRICT
HOLDEN AT

AFFIDAVIT OF NON-SERVICE

BAYELSA STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2022



CLAIM NO

BETWEEN:

..... CLAIMANT (S)

AND

..... DEFENDANT (S)

I,

.....
..... Make Oath and state that on
the _____ day of _____ 20 ____ at _____ O'clock, I
attempted to serve upon _____ a Summons for Small
Claims _____ True copy whereof is annexed issued out of
this Court at _____ I have been unable to serve the
Summons on the _____ Because
.....
.....

..... Bailiff

Sworn to at the Small Claims Court Registry _____ this ____ Day of _____ 20 ____

BEFORE ME:

COMMISSIONER FOR OATHS



IN THE MAGISTERIAL DISTRICT
HOLDEN AT

FORM OF ADMISSION, DEFENCE AND COUNTER-CLAIM
(TO ACCOMPANY FORM BSSC 3)

(TO BE SERVED ON THE CLAIMANT WITHIN SEVEN (7) DAYS OF SERVICE
OF FORM BSSC 3)

CLAIM NO

BETWEEN:

..... CLAIMANT (S)

AND

..... DEFENDANT (S)

(A) ADMISSION

I (We) admit the Claimant's Claim (or) _____ part of the
Claimant's Claim and I (We) ask for permission to pay the sum with costs
on that amount on the ____ of _____ 20 _____ (or by installments
of ₦ _____ per _____) because,

(State why you cannot pay at once)

(B) DEFENCE

I (We) admit the defence or I (We) dispute part of the Claimant's claim

Because _____

(State briefly the facts you wish to put before the Court)

Attach all evidence that supports your claim including:
Written agreements, letters, photos or other documents.
Bills, receipts, invoices, cheques, etc.

(C) COUNTER-CLAIM

I (We) have a counter-claim against the Claimants(s) for ₦ _____



(State the particulars of the Counter-Claim)

Attach all evidence that supports your claim including:
Written agreements, letters, photos or other documents.
Bills, receipts, invoices, cheques, etc.

DEFENDANT'S SIGNATURE/THUMBPRINT

DATE

JURAT (If applicable)

The foregoing having been read and interpreted by me
_____ to the deponent in _____ language,
he/she being illiterate/blind and he/her appeared to have perfectly
understood same before affixing his/her thumb print impression.

Sworn to at the Small Claims Court Registry _____ this ___ Day of _____ 20 ___

BEFORE ME:

COMMISSIONER FOR OATHS

Defendant's address for service in Bayelsa State

Dated this day of 20

**NB: IF YOU FAIL TO FILE A DEFENCE TO THE CLAIM, YOU MAY BE
HELD TO HAVE ADMITTED THE CLAIM**



FORM BSSC 6

IN THE SMALL CLAIMS COURT OF BAYELSA STATE OF NIGERIA
IN THE MAGISTERIAL DISTRICT
HOLDEN AT

AFFIDAVIT OF SERVICE

(PROOF OF SERVICE TO BE FILED WITHIN TWO (2) DAYS OF SERVICE)

CLAIM NO

BETWEEN:

_____ CLAIMANT (S)/APPLICANT(S)

AND

_____ DEFENDANT(S)/RESPONDENT(S)

I,

Make Oath and say that on the _____ day of _____ 20 ____ at _____ O'clock, I served upon _____ a Summons for Small Claims _____. True copy whereof is annexed issued out of this Court at _____. Upon _____ on the complaint of _____. By delivering the same personally to _____ Before the day I served the summons _____ I did not know _____ personally, but after he was pointed out to me by _____ I asked him if he was _____ and he said, he was.

_____ Bailiff
Sworn to at the Small Claims Court Registry _____ this _____ Day
of _____ 20 ____



BEFORE ME:

COMMISSIONER FOR OATHS

FORM BSSC 7

IN THE SMALL CLAIMS COURT OF BAYELSA STATE OF NIGERIA
IN THE MAGISTERIAL DISTRICT
HOLDEN AT

CLAIM NO

BETWEEN:

..... CLAIMANT(S)/APPLICANT(S)

AND

..... DEFENDANT(S)/RESPONDENT(S)

FORM FOR SUBSTITUTED SERVICE

BROUGHT PURSUANT TO ORDER 7 RULE 4 OF THE MAGISTRATES'
COURT (CIVIL PROCEDURE) RULES BAYELSA STATE 2006, ARTICLE 5 (1)
and (3) SMALL CLAIMS PRACTICE DIRECTION AND UNDER THE
INHERENT JURISDICTION OF THE COURT

TAKE NOTICE that this Honourable Court will be moved on the ____ day
of _____ 20 ____, at 9'O Clock in the forenoon or soon
thereafter as the Claimant/applicant may be heard praying the Court for
the following:

An Order of the Court granting leave to the Claimant(s)/Applicant(s) to
serve the Summons on the Defendant(s) by substituted means, to wit: by
posting same at _____ being the last known address of
the Defendant and/or by any other means of service, as is hereby stated
_____ AND FOR SUCH



FURTHER ORDER(S) as this Honourable Court may deem fit to make in the circumstances in this case.

Dated this day of 20

Claimant's Signature

FORM BSSC 8

IN THE SMALL CLAIMS COURT OF BAYELSA STATE OF NIGERIA
IN THE MAGISTERIAL DISTRICT
HOLDEN AT

CLAIM NO

BETWEEN:

..... CLAIMANT (S)

AND

..... DEFENDANT (S)

NOTICE OF APPEAL

(TO BE FILED WITHIN FOURTEEN (14) DAYS OF DELIVERY
OF THE JUDGEMENT)

TAKE NOTICE that the _____ /Applicant(s) being dissatisfied with the decision of the Small Claims Court of _____ Magisterial District as contained in the Judgement delivered on the _____ by _____ do hereby appeal to the High Court of Bayelsa State designated to hear Appeals from Small Claims Courts upon the grounds set out in paragraph 2 and will at the hearing of the Appeal seek the Reliefs set out in paragraph 3.



AND the Appellant further states that the names and addresses of the persons who would be directly affected by the Appeal are those set out in paragraph 4 of this Notice.

PART OF THE DECISION OF THE LOWER COURT COMPLAINED OF:-

GROUND(S) OF APPEAL

The learned Magistrate erred in law when he held that _____

PARTICULARS OF ERROR

RELIEFS SOUGHT FROM THE HIGH COURT OF BAYELSA STATE
DESIGNATED TO HEAR APPEALS FROM SMALL CLAIMS COURTS

a. An Order of the Honourable Court _____

b. An Order

PERSON(S) DIRECTLY AFFECTED BY THE APPEAL
NAMES AND ADDRESS

BAYELSA STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2022



Dated this day of 20

APPELLANT'S SIGNATURE

ADDRESS FOR SERVICE

SCHEDULE OF FEES PAYABLE AT THE SMALL CLAIMS COURT

For Recovery of Debts, Damages and Specific Sums

a. Claim not exceeding	-	-	-	-	₦100,000.00	-	₦2,000.00
b. Exceeding	₦100,000.00	but below	₦500,000.00	-	₦3,000.00	-	₦3,000.00
c. Exceeding	₦500,000.00	but below	₦1,000,000.00	-	₦3,000.00	-	₦3,000.00
d. Exceeding	₦1,000,000.00	but below	₦2,500,000.00	-	₦4,500.00	-	₦4,500.00
e. Exceeding	₦2,500,000.00	but below	₦5,000,000.00	-	₦5,000.00	-	₦5,000.00
f. Exceeding	₦5,000,000.00	-	-	-	₦6,000.00	-	₦6,000.00

Note: For any item not specifically mentioned here the Magistrates' Courts (Civil Procedure) Rule shall apply.