



RIVERS STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2024

FORM RSSC 1

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

LETTER OF DEMAND

FROM:

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

TO:

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

SIR/MADAM,

DEMAND:

I(We) hereby claim from you:

(PLEASE STATE BRIEF PARTICULARS)

Unless you comply with this DEMAND within seven (7) days after receipt of this letter, Summons will be issued against you in the Small Claims Court.

DATED THIS ----- DAY OF -----20-----

CLAIMANT'S SIGNATURE



RIVERS STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2024

FORM RSSC 2

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

COMPLAINT FORM
(TO ACCOMPANY FORM RSSC 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)

FULL NAME _____
WORK ADDRESS _____
RESIDENTIAL ADDRESS _____
PHONE NUMBER _____
E-MAIL ADDRESS _____

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

B. PARTICULARS OF DEFENDANT(S)

FULL NAME _____
WORK ADDRESS _____
RESIDENTIAL ADDRESS _____
PHONE NUMBER _____
E-MAIL ADDRESS _____

Please attach a list of other Defendants (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 _____

JURAT (where applicable)

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

BEFORE ME

COMMISSIONER FOR OATHS



RIVERS STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2024

FORM RSSC 3

IN THE SMALL CLAIMS COURT OF RIVERS 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: _____

Court Fees _____

Costs _____

TOTAL: ₦ _____

(Debit/Amount claimed-Particulars should be indicated and copies of receipts or documents attached)

TO:

1. You are hereby summoned to appear before this Court on the day of20..... 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 RSSC 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 RSSC 5.

3. Please Note:

- i. That if you fail to appear in court on the hearing date after a Summons has been served on you, Judgment may be obtained against you by the Claimant.
- ii. Money payable in terms of a Judgment or Order of Court may be paid directly to the Judgment 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 Judgment or Order to pay money has been made but who fails to pay such money, the Judgment or Order will be enforced against the person's moveable properties and then the immoveable properties if the moveable properties are not enough to satisfy the Judgment sum. Apart from the Judgment sum, the Judgment Debtor shall pay the cost of enforcing the Judgment.

The Judgment Debtor must notify the Judgment 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 at.....this..... day of 20.....

Registrar



RIVERS STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2024

FORM RSSC 3A

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

DEFAULT JUDGMENT

(TO ACCOMPANY FORM RSSC 2 & 3)

[TO BE SERVED ON THE DEFENDANT WITHIN SEVEN (7) DAYS OF FILING]

CLAIM NO.

BETWEEN:

.....CLAIMANT(S)

AND

.....DEFENDANT(S)

APPLICATION FOR DEFAULT JUDGMENT

TAKE NOTICE that the Honourable Court shall be moved on the day of..... 20.... at 9 O'Clock in the forenoon or so soon thereafter as the Claimant(s) may be heard praying for an Order:

1. Entering Judgment against the Defendant(s) in the sum of

₦..... (amount in figures)..... (.....(amount in words)

.....) plus interest and costs.

2. And for such other Order(s) the Court may deem fit to make.

Dated this day of 20.....

CLAIMANT'S SIGNATURE/ THUMBPRINT

ADDRESS: _____

TELEPHONE NUMBER: _____

WHATSAPP NUMBER: _____

E-MAIL: _____

FOR SERVICE ON

Defendant's Name: _____

Address: _____

TELEPHONE NUMBER: _____

WHATSAPP NUMBER: _____

E-MAIL: _____



RIVERS STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2024

FORM RSSC 3B

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

CLAIM NO

BETWEEN:

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

AND

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

AFFIDAVIT IN SUPPORT OF APPLICATION FOR DEFAULT JUDGMENT

I, (State name and address of the Claimant) of
..... Rivers State do hereby make an Oath and state as
follows:

1. I am the Claimant in this case.
2. The Defendant is indebted to me in the sum of (N.....(State the exact amount claimed without more).....) and I verily believe that the Defendant has no defence whatsoever to my claim.
3. Notwithstanding the issuance of a Letter of Demand, Defendant failed to liquidate his indebtedness to me.
4. I have also issued a Complaint Form and caused a Summons to be issued against the Defendant.
5. Notwithstanding the service of the foregoing on the Defendant, he has failed to liquidate his indebtedness to me.

6. The indebtedness arose on account of:

.....
.....
(Explain the details of the transaction and why judgment should be entered against the Defendant. Explain all efforts made to recover the indebtedness. Attach all necessary documents. Use extra sheets if necessary).
.....
.....
.....
.....
.....
.....

7. I depose to this Affidavit conscientiously, believing all the depositions contained here to be true and correct in accordance with the Oaths Law of Rivers State.

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

BEFORE ME

COMMISSIONER FOR OATHS

FORM OF JURAT (If applicable)

Where the Commissioner has read the Affidavit to the Deponent.

SWORN atinthisday of.....20..... before me, I have first truly, distinctively and audibly read over the contents of the affidavit to the deponent who is blind (or illiterate) and explained the nature and contents of the exhibit(s) therein referred to in language when he appeared perfectly to understand same and made his mark (signature) thereto in my presence.

BEFORE ME

Commissioner for Oaths



RIVERS STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2024

FORM RSSC 4

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

AFFIDAVIT OF NON-SERVICE

CLAIM NO.....

BETWEEN:

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

AND

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

I,.....make Oath
and state that on the.....day of.....20..... at..... O'clock, I
attempted to serve upon a
Summons/other Forms/Processes for Small Claims.....
True copy whereof is annexed, issued out of this Court at
..... I have been unable to serve the Summons/other
Forms/Processes for Small Claims on the
because
.....

Bailiff

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

BEFORE ME

COMMISSIONER FOR OATHS



RIVERS STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2024

FORM RSSC 5

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

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

[TO BE SERVED ON THE CLAIMANT WITHIN SEVEN (7) DAYS OF SERVICE
OF FORM RSSC 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 day of 20
..... (or by installments of N..... per
.....) b e c a u s e ,

(State why you cannot pay at once)

(B). DEFENCE

I(We) have a 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 OR SET-OFF

I(We) have a counter-claim or Set-off against the Claimant(s) for

N.....
.....

.....
(State the particulars of the Counter-Claim or Set-off)

Attach all evidence that supports your claim including:

- Written agreements, letters, photos or other documents.
- Bills, receipts, invoices, cheques, etc.

_____/_____
DEFENDANT(S)/COUNTER-CLAIMANT(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)/ Counter-Claimant(s) address for service

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



RIVERS STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2024

FORM RSSC 5A

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

**DEFENDANT(S) COUNTER-AFFIDAVIT TO APPLICATION FOR
DEFAULT JUDGMENT**

(TO BE SERVED ON THE CLAIMANT WITHIN 7 DAYS OF SERVICE OF
FORMS RSSC 3(A) and (B))

I, (State the name and address of the Defendant)..... of
..... Rivers State do hereby make an Oath and state
as follows:

1. I am the (If there are multiple Defendants, state the position of the Defendant, whether 1st, 2nd, 3rd, etc).....
..... Defendant in this case.

2. The Claimant is not entitled to judgment against me
..... (State the name and address of the Defendant)
.....

3. I dispute the allegations in paragraphs (The Defendant SHALL state
paragraphs that he is opposing)..... of the Claimants affidavit
because:

.....
.....
.....

[Explain the details of why judgment should not be entered against
the Defendant. Attach all necessary documents. Use extra sheets if
necessary].

.....
.....
.....

4. I know the Defendant is not indebted to the Claimant in the sum of (₦) or any sum whatsoever.
5. I depose to this Affidavit conscientiously, believing all the depositions contained here to be true and correct in accordance with the Oaths Law of Rivers State.

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

BEFORE ME

COMMISSIONER FOR OATHS

JURAT (If applicable)

The foregoing having been read audibly 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



RIVERS STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2024

FORM RSSC 6
IN THE SMALL CLAIMS COURT OF RIVERS 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/ other
Court Forms/Processes 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/other Forms/Processes of Small Claims Court
....., 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 Rivers State Small Claims Court Registry _____ this
___ day of ___ 20__

BEFORE ME

COMMISSIONER FOR OATHS



RIVERS STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2024

FORM RSSC 7
IN THE SMALL CLAIMS COURT OF RIVERS 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, 2007, ARTICLE 6 (1) and (4) 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/other Small Claims Court Forms/Processes on the Defendant(s) by substituted means, to wit; by posting same at being the last known address of the Defendant(s) 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 of this case.

Dated this day of 20

Claimant's signature



RIVERS STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2024

FORM RSSC 8
IN THE SMALL CLAIMS APPELLATE COURT
HIGH COURT OF RIVERS STATE
HOLDEN AT

CLAIM NO.

BETWEEN:

..... APPELLANT(S)

AND

..... RESPONDENT(S)

APPLICATION FOR LEAVE TO APPEAL

BROUGHT PURSUANT TO SECTION 50 (2) (b) OF THE RIVERS STATE
MAGISTRATES' COURTS LAW, NO 2, 2004 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:

1. AN ORDER of the Court granting LEAVE to the/Applicant(s)
to appeal the Judgment of this Court delivered on the
..... day of 20.....
2. AND FOR SUCH FURTHER ORDER(S) as this Honourable Court may
deem fit to make in the circumstances.

Dated this day of 20

APPELLANT'S SIGNATURE

ADDRESS:

.....

.....

TELEPHONE NUMBER:

WHATSAPP NUMBER:

E-MAIL:

FOR SERVICE ON

Defendant's Name: _____

Address: _____

TELEPHONE NUMBER: _____

WHATSAPP NUMBER: _____

E-MAIL: _____



RIVERS STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2024

FORM RSSC 8A
IN THE SMALL CLAIMS APPELLATE COURT
HIGH COURT OF RIVERS STATE
HOLDEN AT

APPEAL NO.

BETWEEN:

..... APPELLANT(S)

AND

..... RESPONDENT(S)

NOTICE OF APPEAL

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

TAKE NOTICE that the/Appellant(s) being dissatisfied with the decision of the Small Claims Court of Magisterial District as contained in the Judgment delivered on the by do hereby appeal to the High Court of Rivers 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 RIVERS 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(ES)**

.....
.....
.....

Dated this day of 20

APPELLANT'S SIGNATURE

ADDRESS FOR SERVICE:

.....
.....
.....



RIVERS STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2024

FORM RSSC 9

IN THE SMALL CLAIMS COURT OF RIVERS STATE OF NIGERIA
IN THE MAGISTERIAL DISTRICT
HOLDEN AT.....
CLAIM NO.....

BETWEEN:

..... JUDGMENT CREDITOR(S)

AND

..... JUDGMENT DEBTOR(S)

AND

..... GARNISHEES(S)

.....
.....
.....

EX-PARTE APPLICATION FOR GARNISHEE PROCEEDINGS

BROUGHT PURSUANT TO SECTIONS 83 & 84 SHERIFFS AND CIVIL PROCESSES ACT AND ORDER IV RULES 1 (2), ORDER VIII RULES 3 (1) & (2), 4, 5 & 8 OF THE JUDGMENT (ENFORCEMENT) RULES 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 Judgment Creditor may be heard praying the court for the following:

1. AN ORDER attaching the sum of ₦ (amount in figures) (amount in words).....) only being the (outstanding) Judgment debt in Claim No. due to the Judgment Creditor/Applicant and standing to the credit of the Judgment Debtor in the custody of the Garnishee(s).

2. AN ORDER directing the Garnishees to appear before the Court within 14 days of the service of the Order to show cause why an Order should not be made for payment to the Judgment Creditor of the (outstanding) judgment debt accruing to the Judgment Debtor or so much thereof as will satisfy the Judgment debt.
3. AN ORDER directing the Garnishees to respectively disclose forthwith funds standing to the credit of the Judgment Debtor with the Garnishee(s) as at the date of the service of the Order of Court and that such disclosures be made on oath and verified by an affidavit sworn and filed before the Court within 14 days of the service of the Order of this Court.
4. AND FOR SUCH FURTHER ORDER(S) as this Honourable Court may deem fit to make in the circumstances of this application.

Dated this day of 20

APPLICANT'S SIGNATURE



RIVERS STATE SMALL CLAIMS COURT
PRACTICE DIRECTION 2024

FORM RSSC 9A

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

CLAIM NO

BETWEEN:

..... JUDGMENT CREDITOR(S)

AND

..... JUDGMENT DEBTOR(S)

AND

..... GARNISHEES(S)

.....

.....

.....

.....

.....

I,(State the name and address of the judgment Creditor)..... of

Rivers State do hereby make an Oath and state as follows:

1. I am the Judgment Creditor in this case
2. The Judgment Debtor is(State the name and address of the judgment Debtor).....of.....
3. On ...*(State the date Judgment was delivered)*.....Judgment was entered (in the Small Claims Court) against the Judgment Debtor in the sum of ₦
.....
(.....)

(State Judgment sum in figure and words and if Judgment Debt is payable by installments, the amount of any installments which has fallen due and remains unpaid)

4. I know that the(StatenameandaddressoftheGarnishee(s)).....

 has to its credit money belonging to the Judgment debtor by way of

 [state particulars of funds held with the Garnishee(s), if the Garnishee(s) is/are banks, state - (i) the branch at which Judgment Debtor's account is believed to be held; and (ii) the account number(s)]
5. To the best of my knowledge or belief the said Garnishee(s); (a) is within the jurisdiction of the Court and, (b) owes money to or holds money to the credit of the Judgment Debtor.
6. To the best of my knowledge or belief no other person other than[State the name of the Judgment Debtor]..... has any other claim to the money in the custody of the Garnishee.
6. I have not obtained or instituted another Garnishee application against the Judgment Debtor in respect of the same Judgment Debt.
7. I depose to this Affidavit conscientiously, believing all the depositions contained herein to be true and correct in accordance with the Oaths Law of Rivers State.

DEPONENT

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

BEFORE ME

FOR OATHS

JURAT (If applicable)

The foregoing having been read audibly 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