



Small Claims Order for Removal

Court Name _____ Case Number _____
Court Phone _____ Judge _____
Court Address _____

FORM USE: This form is used by the court to order a case be removed from the small claims division to the general civil division of the district court. It is completed by the court.

A Case Contact Information

Plaintiff Name, Address, Phone

Defendant Name, Address, Phone

B Order

It is ordered:

1. This case is removed from the small claims division and transferred to the general civil division of the district court.
2. **The defendant has 14 days** after this order is signed to file a written answer with the court and serve a copy of the answer on the plaintiff or their attorney (if applicable). The *Answer, Civil* (Form MC 03) may be used.

If the defendant does not file an answer or take other legal action within 14 days after this order is signed, the plaintiff may request the court enter a default judgment against the defendant.

Judge or Magistrate Signature and Date ▲

C Additional Information

The party demanding removal must serve a copy of this order on all other parties. They must also file proof of service with the court.