Texas Small Claims Claim Worksheet (2026)

Your amount, proof, witnesses, service and trial notes in one place

Fill this in before you file, then bring it to your trial. Guide: clearlegaltips.com/texas-small-claims-court/

Part 1: Your claim

Defendant's legal/trade name: _____

Defendant's address: _____

County and precinct: _____

Amount I am claiming ($): _____

The limit is $20,000, not counting statutory interest and court costs but counting attorney fees (TRCP 500.1(a)).

Why the defendant owes it: _____

Date the problem happened: _____

Date I asked for payment in writing: _____

Part 2: Damages math

A repair estimate or an invoice is stronger than your own guess.

Item	Amount ($)	Proof (exhibit number)

Total claimed ($): _____

Filing cost paid ($54 = $21 + $33): _____

Service fee paid ($): _____

Part 3: Exhibit list

Exhibit	What it is (contract, invoice, receipt, photo, email)	What it proves
1		
2		
3		
4		
5		

[ ] The original of each exhibit for me and a copy for the other side.

Part 4: Witnesses and subpoenas

Witness name: _____

Witness name: _____

[ ] I need a subpoena. A person cannot be required to appear in a county more than 150 miles from where they live or are served (TRCP 500.7(a)).

Who I am subpoenaing: _____

[ ] I asked the court whether a witness or party may appear remotely (TRCP 500.9).

Part 5: Deadline tracker

Date I filed: _____

Server and date served: _____

Answer due (14th day): _____

Check TRCP 502.5(d) if the 14th day falls on a weekend, holiday or court closure.

Trial date on the court notice: _____

Jury demand due (14 days before): _____

A jury needs a written demand and the $22 fee or a Statement of Inability (TRCP 504.1).

Part 6: Trial notes

My one-sentence opening: _____

Who owes me, how much and why.

The three points I must make: _____

What I am asking the judge to order: _____

Part 7: After judgment

Date judgment was signed: _____

Motion deadline (14 days): _____

Appeal deadline (21 days): _____

Property I can reach (not exempt): _____

Abstract of judgment obtained (date): _____

INSTRUCTIONS FOR USE

Checked in November 2026 against TRCP 500.1, 500.7, 500.9, 502.5, 504.1, 505.3 and 506.1, Local Gov. Code 133.151 and 135.103 and Property Code ch. 42 and 52. General information, not legal advice. Ask your justice court clerk about local practice, and consult a licensed Texas attorney for advice. Guide: clearlegaltips.com/texas-small-claims-court/