



HIGH COURT OF JUSTICE

MOSHOOD ABIOLA WAY, IBADAN-OYO STATE OF NIGERIA

Office Of The Chief Registrar

P.M.B. 5031 | oyostatejudiciaryhc@yahoo.com

All communication should be addressed to the Chief Registrar quoting:



Our Ref: _____ Your Ref: _____ Date: _____

OYO STATE SMALL CLAIMS COURT SERVICE LEVEL AGREEMENT (SLA) & APPLICATION PROCEDURE FOR CLAIMING MONEY IN ANY SIMPLE DEBT RECOVERY.

The Small Claims Court acts in pursuant to Section 274 of the Constitution of the Federal Republic of Nigeria, 1999 (as Amended), and Section 3 of the Magistrates' Courts Law of Oyo State, Chapter 82, Volume III, Laws of Oyo State 2000, and by virtue of all other powers enabling the Chief Judge of Oyo State to establish such court.

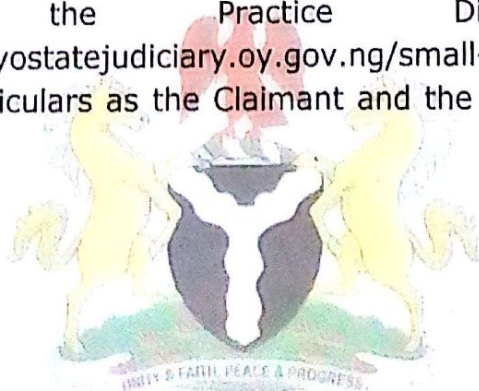
Claimants can claim money in any simple debt recovery with value not exceeding ₦5,000,000 (Five Million Naira) following the procedures below:

Note: The Following documents might be required:

- i. Any relevant valid evidence of transaction (e.g receipts, agreement, bank statements, etc)

Step 1: Write a Letter of Demand using FORM SCA 1 (you can get the form at Room 8 Small Claims Court Registry, Iyaganku, Ibadan, Oyo State or download it online from the Practice Direction on <https://oyostatejudiciary.oy.gov.ng/small-claims/>) to the person from whom you have a claim.

Step 2: File a Complaint Form and Summons using Forms SCA2 and SCA3 (you can get the form at Room 8 Small Claims Court Registry, Iyaganku, Ibadan, Oyo State or download it online from the Practice Direction on <https://oyostatejudiciary.oy.gov.ng/small-claims/>). Use your particulars as the Claimant and the particulars of the



person you are suing as well as a description of the claim.
Ensure you follow the instructions on the forms.

Step 3: Completed Forms must be submitted to the Registrar of the Small Claims Registry at Room 8 Small Claims Court Registry, Iyaganku, Ibadan, Oyo State not later than 48 hours.

Step 4: You must pay the Court fees as assessed at the Small Claims Registry to the account details below within 24 hours

BANK NAME: ZENITH BANK

ACCOUNT NAME: SMALL CLAIMS COURT

ACCOUNT NO.: 1229265155

Court Fees:

SN	DESCRIPTION	AMOUNT (₦)
1	Application	1,000.00
2	Claim not exceeding N5,000.00	250.00
3	Claim Between N5,001.00 and N50,000.00	500.00
4	Claim Between N50,001.00 and N500,000.00	1,875.00
5	Claim Between N500,001.00 and N1,000,000.00	3,750.00
6	Claim Between N1,000,001.00 and N5,000,000.00	5,500.00
7	Letter of Demand	1,000.00
8	Motion Ex-Parte	1,000.00
9	Defence Form	500.00
10	Notice of Appeal	7,000.00
11	Form 48	500.00
12	Exhibit	200.00each

13	Written Address	500.00
14	Motion on Notice	1,000.00

Step 5: If the Defendant didn't file Counterclaim within seven (7) days from the date of service of the Summons on him. You shall then be informed of the date of your case via phone number filled in your form. Summons served the defendant will also inform the Defendant the following:

- What the Claim is about.
- How much money you are claiming from him.
- The date of your Small Claims Court trial.

You cannot have a trial if the Defendant is not served by a Bailiff of the Court.

Step 6: Your trial starts with the process of mediating and facilitating amicable settlement of the dispute among the parties which shall not exceed seven (7) days.

In the event that parties are unable to settle the dispute amicably, hearing shall be conducted by the Court from day to day and may only be adjourned as a last resort and for the shortest possible time.

The entire hearing period shall not be more than thirty (30) days from the first date of hearing, inclusive of the seven (7) days for amicable settlement.

Step 7: The Magistrate shall deliver Judgment within fourteen (14) days of the completion of hearing. The Judgment shall include the Court's determination of issues raised in any interlocutory application(s) filed by any of the parties.

The entire period of proceedings from filing till Judgment shall not exceed sixty (60) days.

Step 8: You will receive authenticated copies of the Judgment within 7 days from the date of the delivery of the Judgment.

Step 9: The Defendant shall comply with the Judgment and pay the Judgment sum within fourteen (14) days of delivery of Judgement. Upon default of the Defendant or Defendant to Counterclaim to pay the Judgment sum within the time specified, the Judgment shall be enforced in like manner as any Order of the Magistrate's Court for the payment of money.

Step 10: If you or the defendant are aggrieved with the Judgment, such party shall comply with the provisions of Sections 70 to 73 of the Magistrates' Courts Law with regards to leave of the Magistrates' Court. The aggrieved party shall file the Notice of Appeal as in Form SCA8 within Fourteen (14) days of delivery of the Judgement stating the reasons for the Appeal.

The Registrar of the Small Claims Registry shall compile the Records of Appeal within fourteen (14) days of the submission of Form SCA8.

NOTE: You don't need a lawyer to file Small Claim or Appeal but if you hire one, you will have to pay the cost of a Legal Practitioner in addition to the cost of filing for your claim and/or Appeal.

NOTICE OF UPCOMING CHANGES TO THE ABOVE PROCESS SHALL BE COMMUNICATED TO MEMBERS OF THE PUBLIC WITHIN 14 WORKING DAYS

- Further enquiry can be made by calling +2348037277036 or by sending an email to oyostatejudiciaryhc@yahoo.com

IMPORTANT INFORMATION: Need to file a claim to recover your debt?
See

<https://www.oyostatejudiciary.oy.gov.ng/wp-content/uploads/2023/11/SMALL-CLAIMS-COURT-HAND-BOOK.pdf>


for: **Chief Registrar** 4/1/24

Oyo State Judiciary, High Court of Justice, Ibadan, Oyo State