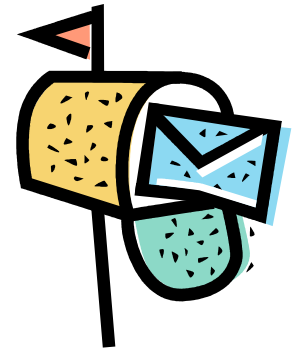


SMALL CLAIMS POSTAGE GUIDELINES 2021



CERTIFIED, RETURN RECEIPT MAIL Guidelines for Calculating Postage

- Certified mail plus return receipt costs **\$7.38**, as of August 29, 2021
(Certified mail fee \$3.75, Return receipt fee \$3.05, totals \$6.80 plus postage)
- Add cost of regular postage to get total cost of certified mail

To estimate postage to be paid to the Clerk

Count the number of pages to be included in the service packet

Determine which envelope type to use

Select the correct postage

Use the table to calculate the amount to be paid to the Clerk

The small claims service packet contains

- Statement of Claim/Complaint and any attachments
- Pretrial summons (2 pages)
- Mediation information sheet (1 page)

Postal rates in effect on August 29, 2021

These guidelines assume that standard paper is used.

*Envelopes thicker than **1/4 inch** are treated as a flat

Regular No. 10 envelope

fold paper in thirds

1-6 sheets (≤ 1 oz) - \$0.55

7-10 sheets (≤ 2 oz) - \$0.78

	Certified	Postage	Pay
1 oz env	\$6.80	\$0.58	\$7.38
2 oz env	\$6.80	\$0.78	\$7.58
3 oz env	\$6.80	\$0.98	\$7.78
1 oz flat	\$6.80	\$1.00	\$7.80
2 oz flat	\$6.80	\$1.20	\$8.00
3 oz flat	\$6.80	\$1.40	\$8.20
4 oz flat	\$6.80	\$1.60	\$8.40

6 x 9 inch envelope, fold paper in half

1-6 sheets (≤ 1 oz) - \$0.58

7-10 sheets (≤ 2 oz) - \$0.78

11-15 sheets (≤ 3 oz) - \$0.98

Certified Mail	\$3.75
Return Receipt	\$3.05
Postage	\$0.55
Total	\$7.35

9 x 12 inch flat, paper unfolded

1-5 sheets (≤ 1 oz) - \$1.00

6-10 sheets (≤ 2 oz) - \$1.20

11-15 sheets (≤ 3 oz) - \$1.40

16-20 sheets (≤ 4 oz) - \$1.60