

SMALL CLAIMS POSTAGE GUIDELINES 2023

Postal rates in effect on July 9, 2023

CERTIFIED, RETURN RECEIPT MAIL Guidelines for Calculating Postage

- Certified mail plus return receipt costs **\$8.56**
(Certified mail fee \$4.35, Return receipt fee \$3.55, totals \$7.90 plus postage)
- Add cost of regular postage to get total cost of certified mail

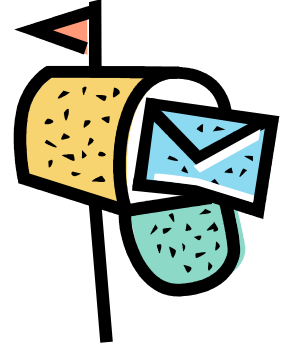
To estimate postage to be paid to the Clerk

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)

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) - \$0.66

7-10 sheets (> 1 oz - ≤ 2 oz) - \$0.90

6 x 9 inch envelope, fold paper in half

1-6 sheets (≤ 1 oz) - \$0.66

7-10 sheets (≤ 2 oz) - \$0.90

11-15 sheets (≤ 3 oz) - \$1.35

9 x 12 inch flat, paper unfolded

1-5 sheets (≤ 1 oz) - \$1.35

6-10 sheets (≤ 2 oz) - \$1.59

11-15 sheets (≤ 3 oz) - \$1.83

	Certified	Postage	Pay
1 oz env	\$7.90	\$0.66	\$8.56
2 oz env	\$7.90	\$0.90	\$8.80
3 oz env	\$7.90	\$1.14	\$9.04
1 oz flat	\$7.90	\$1.35	\$9.25
2 oz flat	\$7.90	\$1.59	\$9.49
3 oz flat	\$7.90	\$2.94	\$10.84
4 oz flat	\$7.90	\$4.29	\$12.19

Certified Mail	\$4.35
Return Receipt	\$3.55
Postage	\$0.66
Cert Mail + Postage	\$8.56