

How to Use the Small Claims Court

Overview

Learn how to file collection cases without getting a lawyer! This seminar offers fast and effective collection for amounts below P100,000.

Objectives

- * To learn the step-by-step legal procedures and forms for small claims

Who Should Participate

- * Business owners
- * Personnel in-charge of collection

Key Topics

- I. Reason for setting up small claims court
- II. The claim
- III. Where to file
- IV. Filing and payment
- V. Docketing
- VI. Raffle of cases
- VII. Determination of small claim
- VIII. Dismissal of claim
- IX. Issuance of summons and notice of hearing
- X. Service of summons and notice of hearing
- XI. Defendant's response
- XII. Defendant's counterclaim
- XIII. Calendar of cases
- XIV. Postponement
- XV. Effects of non-appearance of parties
- XVI. Role of the clerk of court
- XVII. Role of the judge
- XVIII. Pre-hearing settlement
- XIX. Settlement during hearing
- XX. Failure of settlement
- XXI. Duties of the judge
- XXII. Duties of the clerk of court
- XXIII. Forms

Reserve now! Call us at:

Tel. (02) 227.01.42 / (02) 496.69.49 / (02) 727.56.28 /
(02) 727.88.60

Mobile Numbers: Globe: 0915-205-0133 / Smart: 0908-342-3162 /
Sun: 0933-584-7266

Website: www.businesscoachphil.com



Time

- * 9:00 am - 4:00 pm

Venue

- * Unit 201 Richbelt Tower,
17 Annapolis St.,
Greenhills, San Juan City,
Metro Manila

Schedule

- * Please check our website, or you may call any of our customer representatives.
- * Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of our events.

Seminar Fee

- * Php 3,000.00 per person (inclusive of snacks, lunch, seminar kit, handouts, certificate of attendance)

Discount

- * 10% Discount if FULL AMOUNT is paid at least five (5) banking days before the event.

Reservation

- * Please call to register, or use the registration form below. Kindly fill-out, and send to us through fax (727.8860 or 727.5628) or email. You will receive a confirmation within 48 hours.

Mode of Payment

- * Deposit payment at Banco de Oro, Savings Account Name: BusinessCoach, Inc. Then kindly fax or email deposit slip (indicate name of participant and seminar title) to confirm reservation.
- * On-site payment (CASH only)
- * Company checks are accepted, provided that they are received at least five (5) banking days before the event.

Register Now! (limited slots available)

Seminar Title _____

Date _____

Name of Participant _____

Nickname _____

Company Name _____

Address _____

TIN _____

Contact Person _____

Position _____

Contact Number _____

Fax _____

Email Address _____

(You may use a separate sheet for additional registrations)

*Kindly fax to (02) 727.5628 or (02) 727.8860, or email form to businesscoachphil@gmail.com