

**PAYMENT GUIDELINES FOR  
EMPLOYERS / WAGE WITHHOLDERS ON  
SMALL CLAIMS CASES**

In order for funds to be applied by the Clerk's Office, the following information must be included with every payment submitted:

- 1) **Individual's full name.**
- 2) **Court's full case number** (located at the upper right corner of the payment agreement, beginning with 02D01, etc.).
- 3) When a group of names are submitted (rather than one check per person), the above two items should be listed for each person, in addition to the amount of money to be applied to each case.
- 4) Please remit your payment and the above information to:

**Clerk of Allen Circuit and Superior Courts  
Small Claims Division  
715 S. Calhoun St., Room 200  
Fort Wayne, IN 46802**

This information is vital to the timely and accurate processing of payments received. Your cooperation is greatly appreciated. If you have questions regarding the guidelines described above, you may contact the Clerk's Office at (260) 449-7130.