Rule 3. Commencement of Actions

(a) Filing the statement of claim. Actions shall be commenced in this Branch by the delivery to the Clerk of a statement of claim, verification and notice (together with an exact copy for each defendant), printed on plain white paper approximately 8 1/2 inches wide by 11 inches long. Said pleading shall be in a form prescribed in Small Claims Forms 1-11. The statement of claim shall contain a simple but complete statement of the plaintiff's claim, and shall be accompanied by a copy of any contract, promissory note or other instrument upon which the claim is based.

(b) Entries by the Clerk. Actions commenced in this Branch shall be consecutively numbered each year commencing with the number one (1), and the letters "SC" shall be placed ahead of such number to distinguish actions in this Branch from proceedings in other branches or divisions of the Court. Every paper filed shall have noted thereon by the Clerk the date of the filing thereof.

(c) Addresses of parties and attorneys. The addresses and telephone numbers, if any, of the parties and their attorneys stated in the original statement of claim or first given by them, shall be considered as the true addresses and telephone numbers of such parties and attorneys for the purpose of all subsequent notices in the case, unless such party or attorney notifies the Clerk in writing of a change in such address.