

Small Claim Complaint Information Sheet

- 1.) The limit for a Small Claim Complaint is \$ 6,000.00
- 2.) The address of the Defendant(s) and/or where the action took place
- 3.) The filing fee for a Small Claim Complaint is \$70.00 (regardless of the amount of defendants.)
- 4.) The Court requires four (4) copies of the Small Claim Complaint form for filing.
- 5.) The form must be signed in the presence of a Deputy Clerk at the Court or notarized by a notary public.

SMALL CLAIM COMPLAINT

_____) _____ **Municipal Court**
 _____) _____ **County Court**
 _____)
 Phone No. _____ **Plaintiff** Zip Code _____,
 vs. _____)
 _____) _____, Ohio
 _____)
 Phone No. _____ **Defendant** Zip Code _____ Case No. _____

TO THE CLERK:

Please take notice that a claim is hereby filed against the above defendant(s) and request that he (they) be summoned to appear in Court to answer same.

STATEMENT OF CLAIM

ACCOUNT—EXHIBIT A ATTACHED AND MADE A PART HEREOF **WAGES**
 OTHER _____

Wherefore plaintiff prays judgment against defendant in the sum of \$ _____, plus interest from the _____ day of _____, _____, at the rate of _____% and costs.

STATE OF OHIO)
COUNTY OF _____) ss.

AFFIDAVIT OF COMPLAINANT'S CLAIM

_____, being first duly sworn, on oath states that _____ the Plaintiff _____ in the above entitled cause, that the said cause is for the payment of money that the nature of plaintiff's demand is as stated, and that there is due to plaintiff from the defendant the amount stated above; defendant(s) (is are) not now in the military or naval service of the United States.

Subscribed and sworn to before me this _____ day of _____, _____.

Clerk, Deputy Clerk, Notary Public

NOTICE AND SUMMONS IN ACTION FOR MONEY ONLY

To: (1) _____ (2) _____
 Defendant Defendant

 Street and Number Street and Number

 City City

_____ ask (s) judgment in this court against you for _____ dollars (\$ _____), plus interest from the _____ day of _____, _____ at the rate of _____/and costs, upon the following claim: _____

The court will hold trial on this claim in the Small Claims Division located at _____ at _____ o'clock _____ M. on _____ the _____ day of _____, _____.

If you do not appear at the trial, judgment may be entered against you by default, and your earnings may be subjected to garnishment or your property may be attached to satisfy the judgment. If your defense is supported by witnesses, account books, receipts, or other documents, you must produce them at the trial. Subpoenas for witnesses, if requested by a party, will be issued by the clerk.

If you admit the claim but desire time to pay, you may make such a request at the trial. IF YOU BELIEVE YOU HAVE A CLAIM AGAINST THE PLAINTIFF, YOU MUST FILE A COUNTERCLAIM WITH THE COURT AND MUST SERVE THE PLAINTIFF AND ALL OTHER PARTIES WITH A COPY OF THE COUNTERCLAIM AT LEAST SEVEN DAYS PRIOR TO THE DATE OF THE TRIAL OF THE PLAINTIFF'S CLAIM."

Clerk — Deputy Clerk
Small Claims Division

JOURNAL ENTRY

Plaintiff

vs.

Defendant

This cause came on for hearing the _____ day of _____, _____. Upon consideration, the Court finds the defendant has been duly served with summons and, being fully advised in the premises and having heard the evidence, presented rules in favor of _____.

It is therefore adjudged and ordered _____

Judge

JOURNAL ENTRY (Default Judgment)

Plaintiff

vs.

Defendant

This cause came on for hearing the _____ day of _____, _____. Upon consideration, the Court finds the defendant has been duly served with summons. The Court further finds that the defendant is in default; that the averments of plaintiff's petition are true and that plaintiff ought to recover from defendant(s) on the action set forth in plaintiff's petition in the amount of

\$ _____, plus interest from the _____ day of _____, _____, and the costs of this action.

It is therefore adjudged and ordered _____

Judge

To:

Sheriff of _____ County.

Constable of _____.

Bailiff of _____ Court.

You are hereby directed to serve this Notice and Summons on the defendant named herein.

Clerk - Deputy Clerk

RETURN OF SUMMONS

Received _____,

(Sheriff-Bailiff-Constable)

Returned and filed _____,

I certify this to be a true copy of the original summons with all indorsements thereon.

On the _____ day of _____,

I served this writ on the within named by

- personal service.
- residential service.
- (registered-certified-regular) mail.

FEES

Service and return _____

Postage and mailing _____

Mileage _____

(Sheriff-Bailiff-Constable)

By _____
Deputy