

## **Small Claim Complaint Information Sheet**

- 1.) The limit for a Small Claim Complaint is \$ 3,000.00
- 2.) The location of the Defendant(s) and/or where the action took place
- 3.) The filing fee for a Small Claim Complaint is \$59.00 if filing against one (1) individual, an additional fee of \$10.00 is required for each additional individual defendant on the case.
- 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 \_\_\_\_\_ } \_\_\_\_\_ **Area** \_\_\_\_\_ **District**  
 \_\_\_\_\_ } \_\_\_\_\_, **Ohio**  
 \_\_\_\_\_ } **Case No.** \_\_\_\_\_  
 Phone No. \_\_\_\_\_ **Defendant** Zip Code \_\_\_\_\_

**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