

SMALL CLAIM COMPLAINT

Zip Code
Phone No. _____ Plaintiff _____
Vs.

Zip Code
Phone No. _____ Defendant _____

SANDUSKY MUNICIPAL COURT
ERIE COUNTY
Area _____ District _____
_____, Ohio
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 the 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(s) 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

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.

REQUEST FOR REGULAR MAIL SERVICE

If service of process by certified mail is returned by the postal authorities with an endorsement of “refused” or “unclaimed” the undersigned waives notice of same by the clerk and requests ordinary mail service in accordance with civil rule 4.6(c) or 4.6 (d).

_____ Plaintiff