

IN THE TIFFIN MUNICIPAL COURT

CASE NO. _____

SMALL CLAIMS COMPLAINT

Plaintiff _____

Defendant _____

Address _____
(STREET and NUMBER)

Address _____
(STREET and NUMBER)

(CITY, VILLAGE or TOWNSHIP) (STATE)

VS.

(CITY VILLAGE OR TOWNSHIP) (STATE)

Telephone Number _____

Telephone Number _____

Plaintiff _____

Defendant _____

Address _____
(STREET and NUMBER)

Address _____
(STREET and NUMBER)

(CITY, VILLAGE or TOWNSHIP) (STATE)

(CITY VILLAGE OR TOWNSHIP) (STATE)

Telephone Number _____

Telephone Number _____

STATEMENT OF CLAIM

ACCOUNT – EXHIBIT ATTACHED AND MADE A PART HEREOF

I HEREBY CERTIFY THAT THE DEFENDANT IS NOT PRESENTLY IN THE MILITARY OR NAVAL SERVICE

Wherefore plaintiff prays judgment against the defendant in the sum of \$ _____, plus interest from the _____ day of _____, 20____, at the rate of _____% and court costs.

Plaintiff

AFFIDAVIT OF COMPLAINANT'S CLAIM

STATE OF OHIO)
) SS
COUNTY OF SENECA)

_____, being first duly sworn on oath, hereby states that they are the plaintiff(s) in the above entitled cause; that the said cause is for the payment of money, that the nature of the plaintiff's demand is as stated, and that there is due to plaintiff from the defendant in the amount stated, and that the allegations contained herein above are true and accurate to the best of my knowledge.

Plaintiff _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Clerk, Deputy Clerk, Notary Public

IMPORTANT NOTICE TO THE DEFENDANT(S)

TO: _____:

The plaintiff has asked for judgment in the Tiffin Municipal Court against you in the amount of \$ _____ plus interests and court costs as allowed by law upon the claim described on the reverse side.

The Court will hold trial upon this claim in the second floor courtroom at 51 East Market Street, Tiffin, Ohio on the _____ day of _____, 20__ at _____ AM/PM.

IF YOU DO NOT APPEAR AT 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 must make such a request at the trial. If you believe you have a claim against the plaintiff, you must file a counterclaim with the Clerk 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

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 the same by the Clerk and requests ordinary mail in accordance with Civil Rule 4.6 (C) or 4.6(D).

Plaintiff