

WILLOUGHBY MUNICIPAL COURT
4000 ERIE STREET, WILLOUGHBY, OHIO 44094
440-953-4168

SMALL CLAIM COMPLAINT

CASE NO. _____

If Plaintiff #1 is a Corporation please check here Pltf #2

If Defendant #1 is a Corporation please check here Deft #2

VS.

Phone No. (_____) _____ Plaintiff(s)

Phone No. (_____) _____ Defendant(s)

PLAINTIFF(S) STATEMENT OF CLAIM & AFFIDAVIT

ACCOUNT: Exhibits attached and made a part hereof

OTHER: WAGES: _____

Plaintiff prays for judgment against defendant(s) in the sum of \$ _____, plus interest from the _____ day of _____, at the rate of _____ % and court costs.

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

STATE OF OHIO, COUNTY OF LAKE) ss.

Being duly sworn on oath _____ (Plaintiff) states that:

Check one: He is or represents She is or represents They are or represent 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 is not now in the military or naval service of the United States.

If service of process by certified mail is returned by the postal authority with an endorsement of "REFUSED" or "UNCLAIMED" the undersigned waives notice by the clerk and requests ordinary mail service in accordance with Civil R. 4.6 (C) or 4.6(D).

X _____
Signature of Plaintiff #1

X _____
Signature of Plaintiff #2

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

Clerk, Deputy Clerk, Notary Public

NOTICE AND SUMMONS IN ACTION FOR MONEY ONLY

TO DEFENDANT(S) : _____

Plaintiff asks judgment in this court against you for the sum of \$ _____ plus _____ % interest from _____, _____ and court costs, upon the plaintiff's statement of claim set forth above.

FILL IN ALL INFORMATION ABOVE THIS LINE, THE CLERK WILL FILL IN THE COURT HEARING DATE AND TIME

THE COURT WILL HOLD TRIAL ON: _____ at _____ AM/PM.

In the **WILLOUGHBY MUNICIPAL COURT, SMALL CLAIM DIVISION at 4000 ERIE STREET, WILLOUGHBY, OH** (second floor).

If you do not appear at the trial a judgment may be entered against you by default and your earnings may be subject to garnishment or your property may be attached to satisfy said judgment. If your defense is supported by witnesses, account books, receipts, or other documents, you must produce them at the time of this trial. Subpoenas for witnesses if requested 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 7 days prior to the date of the trial on the plaintiff's claim.

Clerk, Deputy Clerk _____