

**SMALL CLAIM COMPLAINT**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City State Zip Code**

\_\_\_\_\_  
**Telephone No. Plaintiff**

**Municipal Court**

**Zanesville, Ohio**

**Case No.** \_\_\_\_\_

vs.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City State Zip Code**

\_\_\_\_\_  
**Telephone No. Defendant**

**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 \_\_\_\_\_

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

STATE OF OHIO ) **AFFIDAVIT OF COMPLAINT'S CLAIM**  
COUNTY OF \_\_\_\_\_) SS.

\_\_\_\_\_, being first duly sworn, on oath states that \_\_\_\_\_ the Plaintiff in the above entitled cause; that 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) \_\_\_\_\_  
Defendant

(2) \_\_\_\_\_  
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 332 South Street, Zanesville, Ohio 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 said 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."

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Clerk-Deputy Clerk