

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)
COUNTY OF _____) SS.

AFFIDAVIT OF COMPLAINT'S CLAIM

_____, 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.”**

Clerk-Deputy Clerk

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 ordered _____

Judge