

SMALL CLAIMS PETITION

Vandalia Municipal Court
Justice Center - 2nd Floor
245 James E. Bohanan Memorial Drive
P.O. Box 429
Vandalia, Ohio 45377

Name
Address
Phone No.:
Plaintiff(s),
vs.

Case No. _____

Name
Address
Phone No.:
Defendant(s).

TO THE CLERK:

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

STATEMENT OF CLAIM

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

STATE OF OHIO)
COUNTY OF MONTGOMERY) ss.

AFFIDAVIT OF COMPLAINANT'S CLAIM

Plaintiff(s), being first duly sworn, on oath states that he/she, is/are 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(s) from the defendant(s) 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 _____, 20____.

NOTICE AND SUMMONS IN ACTION FOR MONEY ONLY

To: (1) _____ (2) _____
Defendant Defendant
Street and Number Street and Number
City State Zip City State Zip

Plaintiff(s) ask(s) judgment in this court against you for _____ dollars (\$_____), plus interest from the _____ day of _____, 20____ at the rate of _____% and costs, upon the following claim: (See attached Statement of Claim) _____.

The Court will hold trial on this claim in the Small Claims Division located at Vandalia Municipal Court, 245 James E. Bohanan Dr., Vandalia, Ohio at _____ o'clock _____ M. on _____, the _____ day of _____, 20____, in Courtroom #1.

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(s), you must file a counterclaim with the court and must serve the plaintiff(s) 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, Small Claims Division