## IN THE TIFFIN-FOSTORIA MUNICIPAL COURT

**CASE NO._____** **SMALL CLAIMS COMPLAINT**

**Plaintiff**_____

**Address**_____
(Number & Street)

_____
(City, State, Zip Code)

**Telephone Number**_____

**Plaintiff**_____

**Address**_____
(Number & Street)

_____
(City, State, Zip Code)

**Telephone Number**_____

**VS.**

**Defendant**_____

**Address**_____
(Number & Street)

_____
(City, State, Zip Code)

**Telephone Number**_____

**Defendant**_____

**Address**_____
(Number & Street)

_____
(City, State, Zip Code)

**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 _____day of_____, 20____, at the rate of _____% and court costs.

_____
Plaintiff

### AFFIDAVIT OF COMPLAINANT'S CLAIM

STATE OF OHIO )
COUNTY OF SENECA )SS
WOOD OR HANCOCK )

_____, 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-Fostoria Municipal Court against you in the amount of $_____ plus interest and court costs as allowed by law upon the claim described on the reverse side.

The Court will hold trial upon this claim on the _____ day of _____, 20_____

At _____ AM / PM,

ON THE SECOND FLOOR COURTROOM AT 103 E. MARKET STREET, TIFFIN, OH 44883

ON THE SECOND FLOOR COURTROOM AT 213 S. MAIN STREET, FOSTORIA, OH 44830

**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 YOU ADMIT THE CLAIM, BUT DESIRE TIME TO PAY, YOU MUST MAKE SUCH A REQUEST AT THE TRIAL.**

**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 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 (7) 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