

PLAINTIFF

Complete Name and Address

Phone

Email: _____
IMPORTANT All future correspondence from this Court will be sent to this email

DEFENDANT

Complete Name and Address

Phone

Email: _____
IMPORTANT All future correspondence from this Court will be sent to this email

AND

SMALL CLAIM COMPLAINT

IN THE SHAKER HEIGHTS MUNICIPAL COURT
3355 LEE ROAD
SHAKER HEIGHTS, OHIO 44120-3499

Case No. _____

DEFENDANT

Complete Name and Address

Phone

Email: _____
IMPORTANT All future correspondence from this Court will be sent to this email

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

STATEMENT OF CLAIM

Wherefore, Plaintiff prays judgment against Defendant(s) in the sum of \$_____ plus interest and costs.

STATE OF OHIO)
CUYAHOGA COUNTY) **SS:**

AFFIDAVIT OF COMPLAINANT'S CLAIM

_____, being first duly sworn, on oath states that he/she (they) 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. If service of process by certified mail is returned by the postal authorities with the endorsement of "refused" or "unclaimed," the undersigned requests ordinary mail service in accordance with Civil Rule 4.6(C) or 4.6(D).

Subscribed and sworn to before me this _____ day of _____, 20____.

PLAINTIFF(S)

Clerk/Deputy Clerk/Notary Public

NOTICE AND SUMMONS IN ACTION FOR MONEY ONLY

TO DEFENDANT(S) _____
Plaintiff(s) _____ ask(s) judgment in this court against you for the amount of \$_____, plus interest and costs upon the claim as stated above.

THE COURT WILL HOLD TRIAL ON THIS CLAIM IN THE SMALL CLAIMS DIVISION LOCATED AT 3355 LEE ROAD, SHAKER HEIGHTS, OHIO, IN COURTROOM #2 AT _____ O'CLOCK _____.M. ON THE _____ DAY OF _____, 20_____.

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 the 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