

DAYTON MUNICIPAL COURT
SMALL CLAIMS DIVISION
Dayton-Montgomery Courts Building, P.O. BOX 10700, Dayton, Ohio 45402

Plaintiff(s) **Phone Number**

CASE NO. _____

VS.

Defendant(s)

CLAIM

Plaintiff says that there is due and owing from the Defendant the sum of \$_____ for

_____ which said sum Plaintiff claims from Defendant with interest from the _____ day of _____, 20____ plus Court costs.

Plaintiff further states that to the best of their knowledge the Defendant is/is not a member of the Armed Forces of the United States.

NOTICE TO THE DEFENDANT: The Court will hold trial in this claim at the Dayton-Montgomery County Courts Bldg., 301 W. Third St., Dayton, Ohio at _____ o'clock, A.M. – P.M. on **Wednesday**, the _____ day of _____, 20_____ in **Court Room No. 1-A.**

If you do not appear at the trial, judgment may be entered against you by default, and your earnings may be subject to garnishment, or your property may be attached to satisfy the judgment. If your defense is supported by a witness, account books, receipts, or other documents, you must produce them at the trial. Subpoenas for witnesses, if requested by a party, should be filed with the court at least five (5) days before the trial date to 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 (7) days prior to the date of the trial of the plaintiff's claim.

Memorandum to the Plaintiff: Bring your evidence and witnesses, if any, with you. If you want any Witnesses subpoenaed, give their names and addresses to the Clerk at least five (5) days before the trial date. **ON ACCIDENT CASES YOU MUST BRING TITLE AND TWO ESTIMATES OF DAMAGES.**

It is Plaintiff's responsibility to know in what court jurisdiction the case should be filed. Plaintiff also acknowledges receiving a copy of this memorandum.

X _____
Signature of Plaintiff/Attorney

Witness, MARK E. OWENS, Clerk of the said Court and the seal thereof, at the City of Dayton, this _____ day of _____, 20_____.

By: _____ **Deputy Clerk**