

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

CASE NO. _____

PHONE NO. _____ Plaintiff(s)

CLAIM

VS.

PHONE NO. _____ Defendant(s)

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

_____ for
_____ for
_____ 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 ALL PARTIES: THE COURT WILL NOT PROVIDE COPIES OF DOCUMENTS PRESENTED AS EVIDENCE - IF NEEDED, MAKE THEM PRIOR TO HEARING.

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 to 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. Subpoenas for witnesses, if requested by a party, should be filed with the Court at least five (5) days before the trial date. **ON ACCIDENT CASES YOU MUST BRING TITLE AND TWO ESTIMATES OF DAMAGES.**

It is the 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