

**Clermont County Municipal Court, Batavia, Ohio  
Small Claims Complaint**

Case No. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Plaintiff(s) \_\_\_\_\_ Phone Number \_\_\_\_\_

In accordance with civil rule 4.6 (C) or (D) and 4.6 (E), an ordinary mail waiver is requested

VS.

Amount \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Defendant 2 \_\_\_\_\_

Defendant 1 \_\_\_\_\_ Phone Number \_\_\_\_\_

Defendant 3 \_\_\_\_\_

TO THE CLERK:

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

STATEMENT OF CLAIM: \_\_\_\_\_

Wherefore plaintiff prays judgment against defendant in the sum of \_\_\_\_\_ dollars, plus interest from the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at the rate of \_\_\_\_\_% per year plus costs.

STATE OF OHIO, COUNTY OF \_\_\_\_\_ SS. **AFFIDAVIT OF COMPLAINANT'S CLAIM**

\_\_\_\_\_, being first duly sworn, on oath states that (s)he is/they are the Plaintiff(s) in the above entitled cause; that the cause for the payment of money, that the nature of plaintiff's demand is as stated, and that there is due to plaintiff from the defendant the amount stated above; defendant(s) is/are not now in the military or naval service of the United States.

X \_\_\_\_\_  
Signature of Plaintiff/Attorney Attorney address only Phone No. Attorney ID No.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Clerk, Deputy Clerk, Notary Public

**NOTICE AND SUMMONS IN ACTION FOR MONEY ONLY**

To: (1) \_\_\_\_\_ (2) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ ask(s) judgment in this Court against you for \$ \_\_\_\_\_, plus interest from the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at the rate of \_\_\_\_\_% per year and costs, upon the above claim.

The court will hold trial on this claim at the **Clermont County Municipal Courthouse, 4430 State Route 222, Courtroom A, Batavia, Ohio, at**

\_\_\_\_\_ a.m/p.m., on: \_\_\_\_\_

**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 will be issued by the clerk upon request only.

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."