

WILLOUGHBY MUNICIPAL COURT
4000 ERIE STREET
WILLOUGHBY, OH 44094
953-4168

JUDGE HARRY E. FIELD

LISA B. MASTRANGELO
Clerk of Court

SMALL CLAIM FILING INSTRUCTIONS

- 1) **CASE NO.** - Leave Blank
- 2) **PLAINTIFF** - Party(s) filing is the plaintiff(s): insert complete name and address and phone number.
- 3) **DEFENDANT** - Party(s) being sued is the defendant(s): insert complete name and address and phone number (if available) for each defendant.
- 4) **STATEMENT** - Check appropriate box and make a brief statement of your claim.
To ensure proper jurisdiction, if the defendant(s) do not reside or do business in this court's jurisdiction, you must indicate in your statement, in what city the action/claim occurred.

Small claims are for **money only** and you can file for up to **\$3,000.00**.
At the \$ _____ insert the amount you are claiming, and insert the interest rate, up to _____%*, and the date interest is to begin. (you are not required to ask for interest)
- 5) **AFFIDAVIT** - **If you are filing as an individual**, insert your name here and at the **1.** Insert either ***he is*** or ***she is*** or ***they are***.
If you are a business, insert name and title of the party who will be here to represent the business and at the **1.** insert either ***he represents*** or ***she represents***.
- 6) **SIGNATURE** - You will need to either sign this form before a notary or bring the claim back to this Clerk's Office to be signed in front of a Deputy Clerk.
- 7) **NOTICE AND SUMMONS** - You must insert the names and complete address of each defendant(s) - **should be exactly the same as those listed at the top of the form.**

At the _____ ask(s) judgment in this court: insert plaintiff's name.
At the \$ _____ insert again, the amount you are claiming. Also, summarize claim as stated above.

The Clerk's Office will insert the hearing date and time and return a filed copy to you. **If you are filing exhibits with your claim be sure to have enough copies - a file copy and one for each defendant - as these will be served by the clerk's office along with your complaint and summons.** If you have any questions, please feel free to contact the clerk's office at the number listed on the top of this instruction sheet.

Please remit the appropriate filing fee when filing your complaint - **\$78.00** for one defendant plus **\$20.00** for each additional defendant.

* Annual Interest Rate effective **January 1, 2011 is 3%**