

**WILLOUGHBY MUNICIPAL COURT**  
**4000 ERIE STREET, WILLOUGHBY, OHIO 44094**  
**440-953-4170**

**SMALL CLAIM COMPLAINT**

CASE NO. \_\_\_\_\_

**PLAINTIFF(S):**

**VS.**

**DEFENDANT(S):**

If Plaintiff is a Corporation please check here: Pltf #1  Pltf #2

If Defendant is a Corporation please check here: Deft #1  Deft #2

Phone No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

**PLAINTIFF(S) STATEMENT OF CLAIM:**  ACCOUNT  Exhibits attached and made a part hereof  WAGES:

OTHER: \_\_\_\_\_

Plaintiff prays for judgment against defendant (s) (s) in the sum of \$ \_\_\_\_\_, plus interest from the \_\_\_\_\_ day of \_\_\_\_\_, at the rate of \_\_\_\_\_ % and court costs.

TO THE CLERK: Please take notice that a claim is hereby filed against the above defendant(s) with a request that they be summoned to appear in Court to answer to this claim. **PLAINTIFF(S) AFFIDAVIT: STATE OF OHIO, COUNTY OF LAKE** ss.

Being duly sworn on oath \_\_\_\_\_ (Plaintiff) states that:

**Check one:**  He is or represents  She is or represents  They are or represent the Plaintiff

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 from the defendant the amount stated above; defendant is not now in the military or naval service of the United States.

If service of process is returned with an endorsement of "REFUSED OR UNCLAIMED" the undersigned waives notice by the clerk and requests ordinary mail service in accordance with Civil R. 4.6 (C) or 4.6(D).

**X** \_\_\_\_\_  
Signature of Plaintiff #1

**X** \_\_\_\_\_  
Signature of Plaintiff #2

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

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

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

**TO DEFENDANT(s) :** \_\_\_\_\_

Plaintiff asks judgment in this court against you for the sum of \$ \_\_\_\_\_ plus \_\_\_\_\_ % interest from \_\_\_\_\_, \_\_\_\_\_ and court costs, upon the plaintiff's statement of claim set forth above.

FILL IN ALL INFORMATION ABOVE THIS LINE, THE CLERK WILL FILL IN THE COURT HEARING DATE AND

**THE COURT WILL HOLD TRIAL ON:** \_\_\_\_\_ at \_\_\_\_\_ AM/PM.

In the **WILLOUGHBY MUNICIPAL COURT, SMALL CLAIM DIVISION** at **4000 ERIE STREET, WILLOUGHBY, OH** (second floor).

If you do not appear at the trial a judgment may be entered against you by default and your earnings may be subject 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 time of this trial. Subpoenas for witnesses if requested 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 7 days prior to the date of the trial on the plaintiff's claim.

**CHRISTOPER J. SIMON, CLERK OF COURT** by \_\_\_\_\_  
Deputy Clerk