

**WILLOUGHBY MUNICIPAL COURT  
4000 ERIE STREET  
WILLOUGHBY, OH 44094  
(440) 953-4170**

**JUDGE MARISA L. CORNACHIO**

**CHRISTOPHER J. SIMON**  
CLERK OF COURT

**SMALL CLAIMS FILING INSTRUCTIONS**

- CASE NO.** Leave Blank
- PLAINTIFF** Party filing complaint is the plaintiff: insert complete name and address, phone number and email address. Indicate if Plaintiff is a corporation.
- DEFENDANT** Party being sued is the defendant: insert complete name, address, phone number and email address (if available) for each defendant. Indicate if Defendant is a corporation.
- 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 **\$6,000.00**.  
Small claim counterclaims & cross-claims also have a monetary limit \$6,000.00.\*\*  
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)
- AFFIDAVIT** **If you are filing as an individual**, insert your name here and  
CHECK ONE: of the boxes
- If you are a business**, insert name and title of the party who will be here to represent the  
business and  
CHECK ONE: of the boxes
- 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.
- NOTICE and SUMMONS** You must insert the names and complete address of each defendant (**should be exactly the same as those listed at the top of the form**)
- At the \$ \_\_\_\_\_ insert again, the amount you are claiming, the interest rate you are asking for and the date that interest is to begin.

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 - **\$98.00** for one defendant plus **\$20.00** for each additional defendant.

\* Annual interest rate effective January 1, 2023 is 5%

\*\* Monetary Jurisdiction effective 09/28/2016

**See also Ohio Revised Code §1925**

**\*ADDITIONAL FORMS CAN BE DOWNLOADED FROM OUR WEBSITE: [WWW.WILLOUGHBYCOURT.COM](http://WWW.WILLOUGHBYCOURT.COM)**