

Mason Municipal Court
Small Claims Complaint

Case No. _____

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

Phone Number
Plaintiff(s)

VS.

Amount \$ _____

Defendant(s)

Plaintiff says that there is due and owing from the defendant(s) the sum of _____ dollars for:

and, if applicable, interest from the _____ day of _____, _____ 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 of America.

Plaintiff/Attorney Attorney Address City/State/Zip Attorney ID No.

ATTENTION: ALLOW SUFFICIENT TIME TO ENTER THE COURTHOUSE DUE TO SECURITY CHECK. DELAYS POSSIBLE.

NOTICE AND SUMMONS IN ACTION FOR MONEY ONLY

TO: (1) _____ (2) _____

NOTICE TO THE DEFENDANT

The court will hold trial on this claim in the Small Claims Div. located at MASON MUNICIPAL COURT, ZOPFF COURTROOM, 5950 MASON-MONTGOMERY ROAD, MASON, OHIO 45040 ON:

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 witnesses, account books, receipts, or other documentation, you must produce them at the trial. Subpoenas for witnesses, if necessary, should be filed with the clerk at least five (5) days before 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 (7) days prior to the trial date of the plaintiff's claim. ALL FILINGS TO BE FILED/MAILED WITH THE APPROPRIATE FEES TO: MASON MUNICIPAL COURT, 5950 MASON MONTGOMERY ROAD, MASON, OH 45040 - ZOPFF COURTROOM.

MEMORANDUM TO THE PLAINTIFF

BRING YOUR EVIDENCE AND WITNESSES, IF ANY, WITH YOU. Subpoenas for witnesses, if necessary, must be filed with the clerk at least five (5) days before the trial date. ON ACCIDENT CASES INVOLVING A MOTOR VEHICLE, YOU MUST BRING YOUR TITLE TO THE VEHICLE.

Subscribed and sworn to before me this _____ day of _____, 20_____

Clerk, Deputy Clerk, Notary Public