

Small Claims filing instructions:

These instructions are not legal advice. Neither this Court nor the Clerk's Office can provide legal advice. The Court suggests that any person considering filing a Small Claims Complaint contact an attorney.

1. The cost of filing a Small Claims Complaint with the Marysville Municipal Court is \$50.00 for one Defendant. There is a \$15.00 fee for each additional Defendant.
2. Marysville Municipal Court only accepts checks or cash for Small Claims Complaints.
3. When filing a Small Claims Complaint you MUST provide the original, completed complaint with 2 copies for EACH Defendant. Your complaint will not be accepted without the required copies.

For example:

For 1 Defendant:

\$50.00 filing fee - check or cash only;
Original complaint and 2 copies

For 2 Defendants:

\$65.00 filing fee - check or cash only;
Original complaint and 4 copies

4. A court date will be set no sooner than 45 days from the date of filing. The Notice of Hearing and receipt of payment will be mailed to you once the hearing is set.

SMALL CLAIM COMPLAINT
MARYSVILLE MUNICIPAL COURT

Phone No. _____ **Plaintiff**

vs.

Phone No. _____ **Defendant**

Case No. _____

To The Clerk:

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

STATEMENT OF CLAIM

ACCOUNT - EXHIBIT A ATTACHED AND MADE A PART HEREOF WAGES _____

OTHER _____

WHEREFORE PLAINTIFF PRAYS JUDGMENT AGAINST DEFENDANT IN THE SUM OF
\$ _____, PLUS INTEREST FROM THE _____ DAY OF _____,
20____ AT THE RATE OF _____ % AND COSTS.

STATE OF OHIO)
) SS
COUNTY OF UNION)

AFFIDAVIT OF COMPLAINANT'S CLAIM

_____, being first duly sworn, on oath states that they are the Plaintiff(s) 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(s) is/are not now in the military or naval service of the United States.

Subscribed and sworn to before this _____
day of _____, 20 ____.

Clerk, Deputy Clerk, Notary Public