

**Gallipolis Municipal Court
Small Claim Complaint**

Case No. _____

Plaintiff
Phone # _____

vs.

Amount _____

Defendant
Soc. Sec. # _____

Plaintiff says that there is due and owing to plaintiff/s from the Defendant the sum of _____ Dollars
for _____

(Nature of Claim)

which said sum Plaintiff claims from Defendant with interest from the _____ day of _____,
Plus court costs. _____

Plaintiff

Plaintiff further states that the Defendant is - is not a member of the Armed Forces of the United States of America

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

Clerk, Deputy Clerk, Notary Public

NOTICE AND SUMMONS IN ACTION FOR MONEY ONLY

TO: (1) _____ (2) _____

NOTICE TO DEFENDANT

The Court will hold trial on this claim in the Small Claims Division located at Gallipolis Municipal Court, 518 Second Avenue, Gallipolis, Ohio at 1:30 P.M. 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 said judgment. If your defense is supported by witnesses, account books, receipts, or other documents you must produce them at the trial. Subpoenas for witnesses, if requested by a party, will be issued by the Clerk. 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 date of the trial of the Plaintiffs claim.

If you admit the claim but desire time to pay, you may make such a request at the trial.

MEMORANDUM TO PLAINTIFF

BRING YOUR EVIDENCE AND WITNESSES, IF ANY, WITH YOU. If you want any witnesses subpoenaed, give their names and addresses to the Clerk at least five (5) days before trial date. ON ACCIDENT CASES YOU MUST BRING TITLE.

Clerk, Deputy Clerk