

Filing a Small Claims Complaint

1. The Cost to file is \$60.00 for one defendant and \$10.00 for each additional defendant. Payment must be by certified check, money order or company check, made payable to **Bellevue Municipal Court**.
2. The Defendant must live in Huron County, Sandusky County, Lyme or York Township, or the transaction must have taken place in Huron County, Sandusky County, Lyme or York Township.
3. You must have a correct mailing address for the defendant.
4. The maximum amount allowable by law to claim is \$6,000.00, **excluding** court costs.
5. To file: complete and mail the small claim complaint (attached here) with the required costs for the filing. The Complaint form must be signed by the party bringing the action. Your signature must be witnessed by either a notary public or by a clerk of the Bellevue Municipal Court.
6. Court hearings will be held approximately 28 days from the date of filing in a regular scheduled court day (typically, a Thursday) at 9:30AM. You will receive notice from the court of the date and time of the small claims hearing.

If you have any questions, please do not hesitate to call the court at (419) 483-5880.

You may mail all forms and attached papers to:

Bellevue Municipal Court
3000 Seneca Industrial Pkwy.
Bellevue, Ohio 44811

Small Claim Complaint

Bellevue Municipal Court
Bellevue, OH 44811

Telephone No. Plaintiff

VS

Case No. CVI _____

Telephone No. Defendant

To the Clerk: Please take notice that a claim is hereby filed against the above defendant(s) and request that he/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 Sandusky)

AFFIDAVIT OF COMPLAINANT'S CLAIM

_____, being first duly sworn, on oath states _____ the Plaintiff(s) in the above entitled cause; that 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. If service of process by certified mail is returned by the postal authorities with the endorsement of "refused" or "unclaimed" the undersigned requests ordinary mail service in accordance with Civil Rule 4.6 (C) or 4.6 (D).

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

Clerk, Deputy Clerk, Notary Public

NOTICE AND SUMMONS IN ACTION FOR MONEY ONLY

To: (1) _____ (2) _____

Plaintiff (s) asks for judgment in this court against you in the sum of \$ _____, plus interest from the _____ day of _____, 20____, at the rate of _____% and costs of \$ _____ upon the following claim:
Statement of claim per attached statement.

**The court will hold trial on this claim in the Small Claims Division located at
Bellevue Municipal Court 3000 Seneca Industrial Parkway, Bellevue OH 44811**

At 9:30 AM on _____, 20____.

If you do not appear at the trial, judgment may be entered against you by default, and your earnings may be subjected to garnishment or your property may be attached to satisfy 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 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 SEVEN DAYS PRIOR TO THE DATE OF THE TRIAL OF THE PLAINTIFF'S CLAIM.

Clerk, Deputy Clerk