

# **Before You File A Small Claims Complaint**

**COURT PERSONNEL ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE.**

IF YOU HAVE **ANY** QUESTIONS, YOU SHOULD CONSULT AN ATTORNEY OR YOUR OWN CHOICE.

**PLEASE BE ADVISED OF THE FOLLOWING FACTS:**

**In the State of Ohio, You May File a Small Claim Complaint**

- A. Where the Action Took Place OR
- B. Where the Defendant Resides
- C. Fee to File is \$46.00

**The Territorial Jurisdiction of the Court covers: Gustavus Township, Kinsman Township, Vernon Township, Burghill, Hartford Township, Orangeville, Brookfield Township, and Masury, Ohio.**

1. Small Claims is for **MONEY DAMAGES ONLY**.
2. The **MAXIMUM** amount of **Money Damages** You May Petition the Court for is **\$6,000.00**. The current filing fee for a Small Claim with one defendant listed is \$46.00. Each Additional defendant listed requires an additional \$10.00. Service of Summons to the party or parties you are filing against will be issued by certified U.S. Mail. **IF YOU DESIRE BAILIFF SERVICE**, that fee will be \$20.00 **PER PERSON** listed.
3. **You can only file a Small Claim for yourself. Only a attorney may represent and file a claim from someone else.**
4. You must Supply the Court with the Correct Name and Correct Mailing Address of the Party or Parties You Are Filing Against. **IT IS YOUR RESPONSIBILITY TO MAKE SURE ALL FORMS ARE FILLED IN PROPERLY and COMPLETELY!** The Clerks are not permitted to help you fill out the forms. **Please, Do Not Ask.**
5. Filing a Small Claim Complaint **DOES NOT GUARANTEE PAYMENT** of your Claim.
6. Although the Court Will Issue a Summons to the Party or Parties You File Against, this Does Not Insure Their Appearance in Court on the Scheduled Hearing Date. A Warrant for Non-appearance Cannot be Issued for this Type of Case.
7. If the Defendant Fails to Appear, You May Be Granted a Default Judgment. If You Are Awarded a Default Judgment, this Means You Have Won the Case.
8. If You Have Received a Judgment, the Clerks Can **Provide** to You the Necessary Papers to Attempt to Collect Your Judgment (For Example: Garnishment of Wages, Bank Attachments. Etc.) **The Clerks are not permitted to help you fill them out. Please, Do Not Ask. See #4 above.** These Procedures Will Require Additional Fees. Once Again, We Want to Remind You, there is **No Guarantee of Receiving Your Money.**

**Again, Please Remember, WE DO NOT GIVE LEGAL ADVISE.** IF YOU HAVE ANY QUESTIONS, YOU SHOULD CONSULT AN ATTORNEY OF YOUR OWN CHOICE.

**\*Please be advised if the services of a court reporter and or a transcript for an appeal are necessary, the parties are responsible for the hiring and payment of those services.**