

**IN THE MUNICIPAL COURT OF PERRYSBURG, WOOD COUNTY, OHIO
SMALL CLAIMS DIVISION**

CASE NO.: _____

_____ VS _____

Plaintiff Phone: _____

Defendant Phone: _____

State your complaint for money damages: _____

Total Amount Claimed: _____

AFFIDAVIT OF COMPLAINANT'S CLAIM

The undersigned, first being duly sworn, on oath states that (they are / he/she is) the complainant in the above titled action; that the said cause is for the payment of money that the nature of complainant's demand is as stated; defendant(s) (is/are) not in the military service of the United States, nor an incompetent nor a minor.

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

Deputy Clerk

IMPORTANT NOTICE

(1) **MAXIMUM JUDGMENTS ON CLAIMS OF PARTIES:**

The Small Claims Division of the Perrysburg Municipal Court may consider and render judgments in cases in which the claims of parties do not exceed the following amounts exclusive of interest and costs.

Original claim by plaintiff..... \$3000.00
Counterclaims & cross-claims \$3000.00

(2) **NOTICE TO DEFENDANT:**

If you wish to deny the claim against you, you may file an answer and/or counterclaim or cross-claim with the Small Claims Division before the court date. If you wish to arrange payments, you should do so personally with the plaintiff. If you fail to appear for hearing, a judgment may be taken against you.

(3) **HEARINGS:**

This matter will be heard by the Magistrate or an Acting Judge of the Court at the time and date noted on the summons.

(4) **CORPORATE PLAINTIFF/DEFENDANT:**

A bona fide officer or salaried employee of a corporation may file and present its claim or defense, but may not engage in cross-examination, argument or other acts of advocacy pursuant to ORC Sec. 1925.17.

(5) **EVIDENCE:**

You must bring all evidence, exhibits and witnesses to the hearing with you.

(6) **CONTINUANCES/EXTENSIONS:**

Any continuances of court date must be filed seven (7) days before court date.

(7) **COUNTERCLAIMS/CROSS/CLAIMS:**

If you wish to file a counterclaim or cross-claim it must be filed with the Small Claims Division and served on all parties at least seven (7) days before the hearing date set for plaintiff's claim.

(8) **TRANSFER TO REGULAR DOCKET OF MUNICIPAL COURT:**

It is within the discretion of the court to grant a motion to transfer a small claims case to the regular docket of the court. It is not mandatory and will only be granted for good cause.