

**Perrysburg Municipal Court**

Aram M. Ohanian, Judge

300 Walnut Street  
Perrysburg, OH 43551-1455  
Phone: (419) 872.7900  
Fax: (419) 872.7905  
www.perrysburgcourt.com

(Space reserved for Court file stamp)

**CIVIL SMALL CLAIMS DIVISION**

**Case No.:** \_\_\_\_\_

**Small Claims Complaint**

Plaintiff(s) Name & Address	Defendant(s) Name & Address
Plaintiff's Phone No.	Defendant's Phone No.

**Briefly** state your complaint/why you are owed money damages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Amount Claimed: \$ \_\_\_\_\_

**AFFIDAVIT OF COMPLAINANT'S CLAIM**

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

X \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public

**(OVER)**

## 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.....	\$6,000.00
Counterclaims & Cross-claims.....	\$6,000.00

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. Though doing so does not excuse your duty to present a defense in Court. If you fail to appear for a hearing, a judgment may be taken against you.

3. HEARINGS:

This matter will be heard by the Magistrate 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 section 1925.17.

5. EVIDENCE:

You must bring all evidence, exhibits and witnesses to the hearing with copies for the Court and the opposing party.

6. CONTINUANCES/EXTENSIONS:

Any continuances of the Court date must be requested in writing and filed at least seven (7) days before the 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 the 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 and only after payment of an additional filing fee to transfer.