

SMALL CLAIM

WASHINGTON COUNTY SUPERIOR COURT
WASHINGTON COUNTY DETENTION CENTER
801 JACKSON STREET
SALEM, IN 47167
812-883-4949

WASHINGTON COUNTY CIRCUIT
COURT
WASHINGTON COUNTY COURTHOUSE
99 PUBLIC SQUARE
SALEM, IN 47167
812-883-5302

CAUSE
NO. _____

NAME (Plaintiff)

ADDRESS

CITY STATE ZIP

PHONE #

AGAINST

NAME (Defendant)

NAME

STATEMENT OF CLAIM

Brief Statement of Claim:

DATE: _____

Signature of Plaintiff or Plaintiff's Attorney

NOTICE TO APPEAR

_____	_____
Defendant	Defendant
_____	_____
Street & Number	Street & Number
_____	_____
City State Zip	City State Zip
_____	_____
Phone #	Phone #

THE COURT HAS SET THIS CASE FOR HEARING ON THE _____ DAY OF _____, 2__ at _____ M.

If the Plaintiff fails to appear for the hearing, the court may dismiss his claim.
If the Defendant fails to appear at the hearing, judgment by default may be entered against defendant(s).

Clerk, Washington Circuit/Superior Court

The Parties may appear either in person or by their attorney.

The Parties are hereby directed to bring to the hearing all documents and witnesses in their control or possession concerning this claim. The Clerk will issue subpoenas for witnesses upon their request

If you wish to admit the plaintiff's claim you may appear for the purpose of allowing the court to establish a method of payment.

If either party is unable to appear at the time set for hearing, he should contact the Court for a change of the hearing date (Superior Court 883-4949, Circuit Court 883-5302).

The Defendant must provide the court and the plaintiff with a written statement of any counterclaim arising out of the Plaintiff's claim at least seven (7) calendar days before the hearing.

The defendant may, not later than ten (10) days following service of the complaint, make demand for a trial by jury by affidavit stating that there are questions of fact requiring a trial by jury, and specifying the same and that such is intended in good faith.

NO PERSONAL CHECKS WILL BE ACCEPTED.

SHERIFF'S RETURN ON SERVICE

I hereby certify that I have served this Statement of Claim/Notice to appear on the _____ day of _____, 20____.

(1) By delivering a copy of the Statement of Claim to the Defendant, _____

_____.

(2) By leaving a copy of the Statement of Claim at

which is the dwelling place or usual place of abode of

(3) Other Service or Remarks

Sheriff

By: _____

Deputy