

STATE OF INDIANA)
) SS:
COUNTY OF WHITE)

WHITE SUPERIOR COURT
SMALL CLAIMS DOCKET
PO BOX 1005
MONTICELLO IN 47960

NOTICE OF CLAIM

Plaintiff (name, address, phone)

vs.

CAUSE NO: 91D01-_____

Defendant (s)(name, address, phone)

The Plaintiff complains of the Defendant and says that the Defendant is indebted to the Plaintiff in the sum of \$ _____ because : _____

(Attach document(s) that support the above statement.)

And demands judgment, courts costs, and all other proper relief.

Date

Signature of Attorney or Pro Se Party

NOTICE TO APPEAR AT HEARING

_____ is hereby ORDERED TO APPEAR, in person, in White Superior Court, Courtroom 2, White County Building, Monticello Indiana, for Trial of this Claim on the ____ day of _____, 20____ at _____ M.

This notice shall be served upon the Defendant (s) by: _____ Certified Mail
_____ Sheriff of _____ County

Date

Clerk, White Superior Court

IMPORTANT INFORMATION CONCERNING THIS CLAIM

1. Both the Plaintiff and Defendant may represent themselves individually or seek representation of an attorney.
2. Please bring all documents in your possession or any witnesses concerning this claim on your court date.
3. If the Defendant does not wish to dispute the claim of the Plaintiff he/she may appear to agree to a judgment and for the purpose of allowing the Court to establish a method by which the judgment shall be paid.
4. A default judgment may be entered against the Defendant if he/she fails to appear for the first hearing or the trial, and if the Plaintiff fails to appear, the case will be dismissed.
5. If a party cannot appear or cannot be prepared at the time and place set for the trial, he/she shall write the Court and request a continuance to set the trial for a future date.
6. The filing of a civil claim constitutes a waiver of trial by jury by Plaintiff. The Defendant waives a trial by jury unless he/she request a jury trial with ten (10) days after receipt of the Notice of Claim. Once a request for trial by jury is granted, a transfer fee for transfer to the Superior Court must be paid with ten (10) calendar days. If the fee is not paid, waiver of jury trial occurs. Once a request is made it cannot be withdrawn without consent of the other party.

CLERK'S CERTIFICATE OF MAILING

I hereby certify that on the _____ day of _____, 20_____, I mailed a copy of this Notice of Claim and Notice to Appear for Trial to the Defendant(s),

1. Was accepted by the Defendant(s) on the _____ day of _____, 20_____.
2. Was accepted by _____ on behalf of said Defendant(s) on the _____ day of _____, 20_____.
3. Was return not accepted on the _____ day of _____, 20_____.

RETURN OF SERVICE

I, hereby certify that on the _____ day of _____, 20_____, I served this Notice of Claim and Notice to Appear for Trial:

1. By personally delivering a copy to the Defendant(s) _____.
2. By leaving a copy with _____, a person of suitable age and discretion residing at _____ being the dwelling place or usual place of abode of the Defendant(s), and by sending a copy by first class mail to the last known address of the Defendant(s).
3. By leaving a copy at _____ being the dwelling place of usual abode of the Defendant(s), and by sending a copy by first class mail to the last known address of the Defendant(s).

Sheriff of _____ County
By: _____