

IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR JACKSON COUNTY
SMALL CLAIMS DEPARTMENT

(Please type or print legibly)

Plaintiff(s):

Filing Fee: _____

Service Fee: _____

1.) _____

2.) _____

Mailing address

CASE NUMBER: _____

City State Zip code

(_____) _____

Phone number

CLAIM AND NOTICE OF CLAIM

vs.

Defendant(s):

1.) _____

2.) _____

Mailing address

City State Zip code

(_____) _____

Phone number

I, Plaintiff, claim that on or about _____, _____, the above named
Defendant(s) owed me the sum of \$ _____, and this sum is still owing for (reason):

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury. I state that I have made a bona fide effort to collect this claim before filing with the Court.

DATED: _____

Plaintiff

NOTICE TO DEFENDANT: READ ALL PAGES OF THIS DOCUMENT CAREFULLY

I certify that the foregoing is a true copy of the claim filed against you.

Trial Court Administrator

DATED: _____

By: _____

Clerk

NOTICE TO DEFENDANT:

READ THESE PAPERS CAREFULLY!!

Within **14 DAYS** after receiving this notice you **MUST** do **ONE** of the following things:

- Pay the plaintiff the amount of claim plus filing fees and service fees*; OR
- Demand a hearing; OR
- Demand a jury trial

*You will have to contact the plaintiff to determine amount of fees which were paid.

If you choose to demand a hearing or a jury trial, you **MUST FILE A DEFENDANT'S ELECTION** with the court within **14 DAYS** of receiving this notice.

If you fail to do one of the above within **14 DAYS** after receiving this notice, then upon written request from the plaintiff, the clerk of the court will enter a default judgment against you for the amount claimed plus filing fees and service expenses paid by the plaintiff, plus a prevailing party fee.

If you have questions about the small claims court filing procedures after reading this notice, you may contact the clerk of the court, however, the clerk cannot give you legal advice.

Defendant filing fees:

Please see Jackson County Court fee schedule at www.courts.oregon.gov/jackson/

JACKSON COUNTY CIRCUIT COURT

100 S. OAKDALE AVENUE

MEDFORD, OR 97501-3127

541.776.7171 ext. 581

