

(THIS FORM MUST BE TYPED OR PRINTED LEGIBLY IN BLACK OR BLUE INK)

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

Name _____, Plaintiff
_____, Plaintiff

CASE NO: _____

Address _____

CLAIM AND NOTICE OF CLAIM

Phone (_____) _____
vs.

Name _____, Defendant
_____, Defendant

If defendant is a business, serve: _____ (Officer Reg. Agent Owner)

Address _____

Phone (_____) _____

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

STATE OF OREGON)
_____ COUNTY) ss.

I, the above named Plaintiff, having been duly sworn, state that I have read the above claim and that it is true as I verily believe. I state that I have made a Bona Fide effort to collect this claim before filing with the Court.

Signed: _____

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

NOTARY PUBLIC/COURT CLERK
My Commission Expires: _____

NOTICE TO DEFENDANT:

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

TRIAL COURT ADMINISTRATOR

BY: _____

ATTENTION DEFENDANT: YOU MUST READ NOTICE OF THE REVERSE SIDE.

COSTS PAID: SMALL CLAIMS FEE: \$ _____ SERVICE FEE: \$ _____

NOTICE TO DEFENDANT: READ THESE PAPERS CAREFULLY

Within 14 days after receiving this notice, you **MUST** do one of the following: Please complete the Defendant's Answer Form and file it with the Court.

1. Pay the claim, including Plaintiff's filing fees, services fee and any accruing costs.
2. Deny the claim and demand a hearing. You must pay the appropriate fee to the court.
3. Deny the claim, demand a hearing and file a counterclaim. The counterclaim must pertain to the same matter as Plaintiff's claim. You must pay the appropriate fee to the Court.
4. Demand a jury trial. You may choose this only if the claim exceeds \$750. You must pay the appropriate fee to the Court.

If you fail to do one of the above things within 14 days after receiving this notice, then upon written request from the Plaintiff, the Clerk of the Court will enter a judgment against you for the amount claimed plus fees and service expenses paid by the Plaintiff, plus a prevailing party fee. If you have any questions about this notice, you may contact the Court.

THE COURT CLERK CANNOT GIVE LEGAL ADVICE. FOR LAWYER REFERRAL, CALL THE OREGON STATE BAR LAWYER REFERRAL SERVICE AT 1-800-452-7636.

ALL DOCUMENTS MUST INCLUDE YOUR SIGNATURE, ADDRESS AND TELEPHONE NUMBER AND MUST BE FILED WITH:

**LINN COUNTY CIRCUIT COURT
P O BOX 1749
300 SW FOURTH ST
ALBANY OR 97321
(541) 967-3845**