

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR _____ COUNTY

Small Claims Division - _____
(court's address and phone number)

Plaintiff)

Address)

City State Zip)

County)
V.)

Defendant)

A.K.A.)

Defendant)

A.K.A.)

CASE No. _____
**CLAIM AND
NOTICE OF CLAIM**

Name, Title (if applicable) and Address for Service on Defendant(s):

Defendant

A.K.A.

Address

City State Zip

County

Defendant

A.K.A.

Address

City State Zip

County

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 have incurred fees of \$ _____ and service expense of \$ _____. Claim Amt: _____
Filing Fee: _____
Service Fee: _____

I have made a bona fide effort to collect the claim from the defendant before filing the claim with the clerk.

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.

DATED: _____

Plaintiff

NOTICE TO DEFENDANT: I certify that the foregoing is a true copy of the claim filed against you.

TRIAL COURT ADMINISTRATOR

By _____

NOTICE TO DEFENDANT — READ REVERSE SIDE

NOTICE TO DEFENDANT

READ THESE PAPERS CAREFULLY!

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

- Pay the claim plus filing and service expenses paid by the plaintiff; OR
- Demand a hearing; OR
- Demand a jury trial.

If you fail to do one of the following 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 filing fees and service expenses paid by the plaintiff, plus a prevailing party fee.

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

Defendant filing fees (to be filled in by plaintiff with fees for specific county where filed):

To Demand a Hearing if the amount claimed is \$1500.00 or less \$ _____

To Demand a Hearing if the amount claimed is over \$1500.00 \$ _____

To Demand a Jury Trial (Only if the amount claimed is over \$750.00) \$ _____