

I. STATE OF OREGON)
) ss
 _____ County)

CLAIM NO. _____

CERTIFICATE OF SERVICE

I hereby certify that the Notice of Claim and Claim appearing on the reverse were delivered to me for service on _____, _____: that on the _____ day of _____, _____, I served the Notice and Claim on the within named defendant,

_____ by delivering a copy thereof prepared and certified by the Trial Court Administrator to within named defendant at _____ o'clock, as follows, indicated by and "X".

_____ To said defendant in person at _____.

_____ By delivering said papers to _____ of said corporation.

_____ I was unable to find said defendant at his usual place of abode; such service was therefore made on said defendant on said date by delivering papers to _____,

a person over 14 years of age who resides at such abode.

_____ I was unable to find said defendant within the county after diligent search and inquiry. All of said Search and service was made within said _____ county.

BY _____

I, _____ hereby certify that I am, and at all times herein stated was a competent person 18 years or older, a resident of the State of Oregon, and not a party to or Attorney in the within entitled action.

SIGNED: _____
Private Process Server

II. I do hereby certify that on this date, I caused a copy of the claim and Notice of Claim appearing on page 1 hereof to be mailed to the within named defendant _____ at address indicated on page 1 hereof, said copies of Claim and Notice of Claim certified as such by the Trial Court Administrator.

DATED THIS _____ day of _____, 20_____.

BY _____

NOTICE TO DEFENDANT

READ THE PAPERS SERVED ON YOU CAREFULLY

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

- (1) Pay the Plaintiff the amount of the claim plus filing fees and service expenses paid by the plaintiff and mail proof of that payment to the court.
- (2) Demand a hearing or counterclaim and pay the appropriate fee to the Trial Court Administrator. The form is available in the Court Records Office.
- (3) If the amount of the claim exceeds \$750.00 demand a jury trial and pay the appropriate fee to the Trial Court Administrator.

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

If you have any questions about the small claims court procedure after having read this notice, you may contact the Court Records Office; however, the clerks of the Records Office cannot give legal advice on the claim.

Court Records Office
Polk County Courthouse, Room 301
850 Main Street
Dallas, OR 97338-3178
Phone (503) 623-3154