



**READ THESE PAPERS CAREFULLY!**

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

- Pay the claim plus filing fees and service expenses paid by plaintiff OR
- Demand a hearing OR
- Demand a Jury Trial

If you fail to do one of the above things within 14DAYS 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 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 on the claim.

STATE OF OREGON )  
 )  
 )  
 )  
 County of \_\_\_\_\_ ) SS

**CERTIFICATION 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 Clerk of the Circuit Court to the within named Defendant at \_\_\_\_\_, o'clock, as follows, indicated by an "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 said papers to: \_(address)\_ \_\_\_\_\_, a member of the family of said Defendant to wit: \_(name)\_ \_\_\_\_\_, a person over 14 years of age who was at such abode.

I was unable to find said Defendant within the county after diligent search and inquiry. All of said search was made within said \_\_\_\_\_ County.

\_\_\_\_\_  
Process Server Signature

**Completed service to be returned to the Court and not to the Plaintiff.**