

Directions for filing a Small Claims Case in The Hamilton Municipal Court

1. 3 Copies of notarized affidavit must be printed and submitted to the Court.
2. 3 Copies of all Exhibits must be printed and submitted to the Court.
3. Audio or Video must be placed on a USB drive and submitted to the court. (We will not accept Phone Audio or Video, must be put on USB drive in standard format of MP3 and MP4)

SMALL CLAIMS COMPLAINT

HAMILTON MUNICIPAL COURT

BUTLER COUNTY

Phone No. _____ Plaintiff(s)
vs

Hamilton, Ohio

Phone No. _____ Defendant(s)

Case No. _____

TO THE CLERK:

Please take notice that a claim is hereby filed against the above defendant(s) and request that he (they) be summoned to appear in Court to answer same.

STATEMENT OF CLAIM

ACCOUNT-EXHIBIT 'A' ATTACHED AND MADE A PART HEREOF _____ WAGES _____
OTHER _____

Wherefore plaintiff prays judgment against the defendant in the sum of _____, plus interest from the _____ day of _____, _____, at the rate of _____% and costs.

STATE OF OHIO)
COUNTY OF _____) SS.

AFFIDAVIT OF COMPLAINANT'S CLAIM

First being duly sworn, on oath states that _____ the Plaintiff(s) in the above entitled cause, that the said cause is for the payment of money that the nature of plaintiff's demand is as stated, and that there is due to plaintiff from the defendant the amount stated above; defendant(s) is/are not now in the military or naval service of the United States.

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

Clerk, Deputy Clerk, Notary Public

NOTICE AND SUMMONS IN ACTION FOR MONEY ONLY

To: (1) _____ Defendant (2) _____ Defendant

Street and Number _____ Street and Number _____

City, State, Zip _____ City, State, Zip _____

_____ ask(s) judgment in this court against you for _____ dollars (\$ _____), plus interest from the _____ day of _____, _____ at the rate of _____% and costs, upon the following claim: _____

The court will hold trial on this claim in the Small Claims Division located at 700 Hanover St., Hamilton, OH 45011 at _____ o'clock _____ .m. on _____, the _____ day of _____.

If you do not appear at the trial, judgment may be entered against you by default, and your earnings may be subjected to garnishment or your property may be attached to satisfy the judgment. If your defense is supported by witnesses, account books, receipts or other documents, you must produce them at the trial. Subpoena for witnesses, if requested by a party, will be issued by the clerk.

If you admit the claim but desire time to pay, you may make such a request at the trial. IF YOU BELIEVE YOU HAVE A CLAIM AGAINST THE PLAINTIFF, YOU MUST FILE A COUNTERCLAIM WITH THE COURT AND MUST SERVE THE PLAINTIFF AND ALL OTHER PARTIES WITH A COPY OF THE COUNTERCLAIM AT LEAST SEVEN DAYS PRIOR TO THE DATE OF THE TRIAL OF THE PLAINTIFF'S CLAIM.

Clerk – Deputy Clerk