

**DARKE COUNTY MUNICIPAL COURT, SMALL CLAIMS DIVISION**

**COMPLAINT**

**CASE No. \_\_\_\_ - CVI - 001 - \_\_\_\_**

_____ PLAINTIFF	VS.	_____ DEFENDANT
_____ ADDRESS		_____ ADDRESS
_____ CITY, STATE, ZIP		_____ CITY, STATE, ZIP
_____ TELEPHONE NO. (REQUIRED)		_____ TELEPHONE NO. (REQUIRED)

State of Ohio, County of Darke, ss:

Plaintiff(s) state there is due Plaintiff(s) from Defendant(s) the following:

Amount of Claim: \_\_\_\_\_

Nature of Claim: \_\_\_\_\_  
(rent, account, business account, debt)

Plaintiff(s) prays judgment for the above amount.

To the best of Plaintiff's knowledge, is the defendant currently on active military duty: (circle one) **YES or NO**

\_\_\_\_\_  
Plaintiff  
Sworn to and signed in my presence on \_\_\_\_\_.

\_\_\_\_\_  
Plaintiff

\_\_\_\_\_  
Deputy Clerk / Clerk / Notary

**NOTICE AND SUMMONS**

To the above-named Defendant(s):

The Court will hold trial upon this claim at the Small Claims Division of the Darke County Municipal Court at the following time and place:

**Time: Thursday, \_\_\_\_\_ at 9:30 a.m.**

**Place: Darke County Municipal Court, Courthouse, Third Floor, 504 South Broadway, Suite 7, Greenville, OH.**

If you do not appear at the trial, judgment may be entered against you by default. If your defense is supported by witnesses, account books, receipts or other documents, you MUST produce them at the trial. Subpoenas for witnesses, if requested by a party, will be issued by the Clerk. The required filing and service of a counterclaim or cross claim is seven (7) days prior to the trial date.

**Filing Fee:** \_\_\_\_\_

\_\_\_\_\_  
Deputy Clerk / Clerk

**IN THE MUNICIPAL COURT OF DARKE COUNTY, OHIO**

\_\_\_\_\_  
PLAINTIFF

CASE No. \_\_\_\_ - **CVI - 001** - \_\_\_\_

-VS-

JUDGE JULIE L. MONNIN

\_\_\_\_\_  
DEFENDANT

REQUEST FOR ORDINARY MAIL SERVICE

The undersigned respectfully requests service by ordinary mail to the Defendant(s) herein if attempted service by certified mail is returned to Court marked "refused" or "unclaimed." I understand that if the attempted service by certified mail is returned "unclaimed," a new court date is set, if needed.

\_\_\_\_\_  
PLAINTIFF/ATTORNEY FOR PLAINTIFF