

**DARKE COUNTY MUNICIPAL COURT**  
504 SOUTH BROADWAY, SUITE 7, GREENVILLE, OHIO 45331  
Small Claims Information Sheet

**About Small Claims (O.R.C. §1925):** The party who initiates an action is the plaintiff. The party against whom an action is brought is the defendant. Representation by an attorney is permitted, but not required. An attorney is required for corporations and LLCs attempting to do collection procedures after judgment has been rendered. If you have any questions concerning your legal rights, you should contact an attorney for advice, the Court is not permitted to give you legal advice regarding your case.

**What does it cost to file Small Claims?**

Amount requested:	Filing fee:
\$0.01 - \$1,000.00	\$67.00
\$1,000.01 - \$3,000.00	\$92.00
\$3,000.01 - \$6,000.00	\$117.00

If you are filing for more than two (2) Defendants, the additional filing fee is \$15.00/Defendant.

**Before you file your case:** Make sure you know the legal name of the person or business you intend to sue. Suing the wrong party could cause the case to be dismissed.

**How and where to file your case:** The complaint form must be filed at the Civil Division of the Darke County Municipal Court, located at 504 S. Broadway, Suite 7 (Third Floor), Greenville, OH 45331. If you are sending the Small Claims Complaint by mail, the filing fee must be in the form of a local Darke County Bank check, certified check, cashier's check, or a money order. Do not send cash in the mail. You must pay the appropriate filing fee when you file your complaint.

You must provide the appropriate number of copies to the Court when filing. Number of copies needed when filing: Original for the Court, one copy for each Plaintiff and one copy for each Defendant. If you do not bring the appropriate number of copies to file, you will be charged \$0.25 per page for the Court to make these copies for you.

If you are filing the complaint as a Power of Attorney (POA), you must submit the POA documents when filing the complaint.

**Evidence:** A Small Claims Evidence form must be submitted with your evidence. All evidence must be clean with no highlighting. Each page must be numbered in the top right corner – only numbers no letters (1 through however many pages submitted). All evidence MUST be submitted to the Court **and** the opposing party at least three (3) business days prior to hearing or it may not be considered evidence. Photographs and/or videos on your cellphone will not be considered.

**Dismissals:** The Plaintiff at any time may dismiss the action that was filed by him/her. Any dismissal must be done in writing, the court will not accept requests for dismissals over the phone. There are Dismissal forms available on the Court website, [www.darkecourts.com](http://www.darkecourts.com).

**Satisfactions:** Once the claim has been paid in full, the Plaintiff is required to file a written notice to the court that the claim has been satisfied. There are Satisfaction forms available on the Court website, [www.darkecourts.com](http://www.darkecourts.com).

**DISCLAIMER:** This information sheet is not legal advice and should not be used in place of an attorney. It will not make you an authority on Small Claims, and does not guarantee you will win your case or collect judgment.

Please visit: [www.ohiolegalhelp.org](http://www.ohiolegalhelp.org) for additional resources.