

# MIAMISBURG

MUNICIPAL COURT

JUDGE ALYSE RETTICH

10 NORTH FIRST ST., MIAMISBURG, OH 45342-2305

PHONE 937-866-2203 | FAX 937-866-0135

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Plaintiff,

vs.

**SMALL CLAIMS COMPLAINT**  
(O.R.C. §1925)

\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Defendant.

Plaintiff(s) state(s) that there is due and owing to Plaintiff(s) from the Defendant(s) the amount of \_\_\_\_\_ (\$ \_\_\_\_\_), described as follows (Nature of Claim): \_\_\_\_\_

Plaintiff(s) is further seeking interest on said amount from \_\_\_\_\_ (date) to \_\_\_\_\_ (date). Plaintiff states that the Defendant is / is not (circle one) a member of the Armed Forces of the United States of America.

\_\_\_\_\_  
Plaintiff Signature

**MEMORANDUM TO PLAINTIFF**

This matter has been set for trial on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ a.m./p.m., in the Miamisburg Municipal Court, 10 N. First St., Miamisburg, OH 45342.

***\*\*IMPORTANT\*\* Bring any and all evidence and witnesses you wish to present with you on the date and time above. For cases on an automobile crash, you must bring your vehicle title and two estimates of damages. Any witness subpoenas must be filed with the Clerk of Court's office at least seven (7) days prior to your trial date.***

\_\_\_\_\_  
Deputy Clerk Signature

**NOTICE AND SUMMONS TO DEFENDANT**

Plaintiff(s) seeks judgment in this Court against you in the amount of \_\_\_\_\_ (\$ \_\_\_\_\_), as described above. The matter is set for trial on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ a.m./p.m. in the Miamisburg Municipal Court, 10 N. First St., Miamisburg, OH 45342,

***\*\*IMPORTANT\*\* IF YOU DO NOT COME TO COURT ON THE ABOVE DATE, THE PLAINTIFF'S CLAIM MAY BE AWARDED AGAINST YOU BY DEFAULT. Bring any and all evidence and witnesses you wish to present with you on the date and time above. Any counterclaim against the Plaintiff, and/or witness subpoenas must be filed with the Clerk and served on Plaintiff at least seven (7) days prior to the above trial date.***

Witness, Deputy Clerk of said Court, at the City of Miamisburg, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk Signature

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MUNICIPAL COURT

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## WAIVER OF NOTIFICATION TO ATTORNEY FOR PLAINTIFF OR TO PLAINTIFF of unclaimed or refused certified mail delivery to the addressee in the following case:

CASE NO. \_\_\_\_\_

PLAINTIFF:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amanda J. Zennie, Clerk of Court  
Miamisburg Municipal Court

By: \_\_\_\_\_  
Deputy Clerk

DATE: \_\_\_\_\_

\*\*\*\*\*

## REQUEST FOR ORDINARY MAIL SERVICE

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff,

vs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant.

I, the undersigned Plaintiff/Plaintiff's attorney in the above case, do hereby waive notification of unclaimed or refused certified mail service, and request that the certified envelope returned by the United States Postal Service marked refused or unclaimed be sent by ORDINARY MAIL to the address set forth in the caption of the complaint with sufficient postage to be delivered by ORDINARY MAIL.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Plaintiff/Plaintiff's Attorney