

Important information is on the back of this Notice of Claim. PLEASE READ.

Plaintiff

COUNTY DIV. 3

Lake Superior Court
Clerks Office
Small Claims Division
2293 N. Main St.
Crown Point, IN
Phone: (219) 755-3448,
755-3454

Name JOHN DOE

Address 123 BROADWAY

City GARY

State IN Zip Code 46402

CAUSE NUMBER:

Phone # 219-555-5555 Cell# _____

Email: JDOEFAKE@GMAIL.COM

EXAMPLE EXAMPLE EXAMPLE

Defendant #1

Defendant #2

Name JANE DOE

Name _____

Address 123 MAIN STREET

Address _____

City CROWN POINT

City _____

State IN Zip Code 46307

State _____ Zip Code _____

Phone # 219-555-1212 Cell# _____

Phone# _____ Cell# _____

Email: JANEDOEFAKE@GMAIL.COM

Email: _____

TO THE DEFENDANT::

You have been sued by the Plaintiff whose name appears above. YOU ARE HEREBY NOTIFIED that the trial of this claim is set for the _____ day of _____, 20____ at _____ am/pm. If you fail to appear in the LAKE SUPERIOR COURT SMALL CLAIMS DIVISION 3 2293 North Main St., Crown Point, IN, Room A112, at the date and time set for trial, a default judgment may be entered against you. ALL PARTIES MUST BRING TO COURT 3 COPIES OF ALL DOCUMENTS THEY INTEND TO SUBMIT AS EVIDENCE TO THE JUDGE.

A brief statement of the nature of the Plaintiff's claim against you is as follows: _____

A BRIEF DISCRPTION OF WHY YOU WANT TO TAKE THE PERSON TO COURT

Exhibits Attached: Account _____ Contract _____ Other: _____ Lease _____
(LANDLORD'S MUST ATTACH A COPY OF THE LEASE TO THIS DOCUMENT, IF ONE EXISTS, AND PROVIDE TO THE CLERK 1 ADDITIONAL COPY OF THE LEASE FOR EVERY PERSON SUED AT THE TIME SUIT IS FILED)

The Plaintiff demands judgment against the Defendant(s) for \$ UP TO \$10,000.00 costs of this action, interest allowed by law and all other proper relief.

MUST SIGN HERE

Signature of Plaintiff(s) _____

SERVICE INFORMATION

___ CERTIFIED MAIL ___ DATE

CLERK _____

___ SHERIFF

BY DEPUTY _____

NOTICE TO THE PARTIES

You may appear in person or by an Attorney. If the Defendant does not want to dispute Plaintiff's claim, the Defendant may nevertheless appear at said time and place for the purpose of allowing the Court to establish the method by which the judgment shall be paid. If the Defendant does not appear as scheduled on the reverse side, judgment by default may be entered against the Defendant and Defendant's earnings or property may be attached. If a Defendant has a counter-claim against the Plaintiff arising from the same transaction or occurrence, the Defendant may assert it in writing and deliver to the Clerk no later than 10 days before the scheduled trial date. Failure to file such counter-claim within this time will give plaintiff the right to request a continuance. If a counter-claim exceeds the sum of Ten Thousand (\$10,000.00) Dollars, a Defendant may waive the excess and proceed to trial. However, a Defendant cannot sue for the balance at a later time. At the trial, both parties should present all receipts, documents and witnesses that support the claim, defense or counter-claim. **ALL PARTIES SHALL BRING THREE (3) COPIES OF ALL DOCUMENTS THEY INTEND TO SUBMIT AS EVIDENCE TO THE JUDGE; ONE FOR THEMSELVES, ONE FOR THE COURT, ONE FOR THE DEFENDANT.**

IF THE PLAINTIFF OR DEFENDANT IS A CORPORATION OR LLC, IT MUST BE REPRESENTED BY AN ATTORNEY AT LAW, UNLESS THE Plaintiff's claim is under fifteen hundred (\$1,500.00) Dollars. If so, the corporate representative selected to represent the corporation must be a full-time corporate employee authorized by a written resolution of the Board of Directors of the corporation. In addition thereto, such corporate representative must file an Affidavit with the Clerk of the Court that he or she is not a disbarred attorney or the representative of a collection agency. **IF THE PLAINTIFF OR DEFENDANT IS A SOLE PROPRIETORSHIP OR PARTNERSHIP AND THE CLAIM IS OVER FIFTEEN HUNDRED DOLLARS (\$1,500.00), THE OWNER/PARTNER MUST APPEAR IN PERSON OR HIRE AN ATTORNEY AT LAW.** If the claim is less than Fifteen Hundred Dollars (\$1,500.00), the owner/partner may designate a full-time employee to appear on their behalf; the designated employee must have written and signed authorization from the owner/partner. Furthermore, the representative must file an affidavit with the Clerk of the Court that he or she is not a disbarred attorney or the representative of a collection agency.

By filing a claim in small claims court, Plaintiffs waive their right to trial by jury. If a Defendant desires trial by jury, a Defendant must file with the Clerk of the Court an Affidavit which states that there are questions of fact requiring a trial by jury, and which specifies what those facts are and also state that your jury demand is intended in good faith. This paperwork must be filed within ten (10) days following Defendant's receipt of the Notice of Claim. Defendant's failure to timely file this paperwork with the Clerk may result in the request for a jury trial being denied. Furthermore, in order to obtain a trial by jury, the Defendant must pay Seventy (\$70.00) Dollar transfer fee.

All out of Court settlements should be in writing and signed by all parties and filed with the Clerk of this Court.

If you cannot appear at the scheduled time for trial and want to request a continuance, you must submit, **IN WRITING**, the reasons why you cannot come to Court; this request needs to be sent to the Clerk of this Court; the Clerk must receive this request not less than five (5) days before the trial date. The Clerk's address is listed on the front of this form. Continuances will only be granted upon showing of good cause.

Unless the corporation, sole proprietorship/partnership or collection agency exceptions apply, you do not need an attorney to represent you. The trial will be conducted in an informal manner.