

**MORGAN COUNTY SUPERIOR COURT 3 – SMALL CLAIMS DOCKET**

Case No.: \_\_\_\_\_

**PLAINTIFF**

NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**AGAINST**

**DEFENDANT**

NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**TO THE DEFENDANT:**

You have been sued by the Plaintiff whose name appears above. You must appear in the Morgan County Superior Court 3 at the above address for a trial upon this claim on \_\_\_\_\_ at \_\_\_\_\_ A.M./P.M. You may appear for the trial either in person or by your attorney. The Plaintiff's Claim is for:

- |  |  |
|--|--|
| <input type="checkbox"/> Account or Note | <input type="checkbox"/> Contract                  |
| <input type="checkbox"/> Wages           | <input type="checkbox"/> Possession of Real Estate |
| <input type="checkbox"/> Rent            | <input type="checkbox"/> Tort/Negligence           |
| <input type="checkbox"/> Other: _____    |  |

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

The Plaintiff demands Judgment against the Defendant for \$ \_\_\_\_\_. In addition, the Plaintiff is requesting:

- ☐ Costs of filing case  
☐ Reasonable attorney fees in the amount of \$ \_\_\_\_\_  
☐ Interest at \_\_\_\_\_ % for the period of time from \_\_\_\_\_ until Judgment is granted.  
☐ Other (Specify) \_\_\_\_\_

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

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

**\*\*\*BE SURE TO READ THE ATTACHED SHEET FOR IMPORTANT INFORMATION CONCERNING THIS CLAIM\*\*\***

### RETURN OF SERVICE

The undersigned certifies that a copy of the claim has been served:

☐ by delivering a copy of this claim personally to the person to be served on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 at \_\_\_\_\_ M.

The address of the person served is:

☐ as stated on the face of the claim

☐ \_\_\_\_\_

☐ By leaving a copy of the claim with a person of suitable age & discretion (that person being) \_\_\_\_\_ at the dwelling house or usual place of abode of the person to be served. Residence was verified by \_\_\_\_\_. Service was made on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 at \_\_\_\_\_ M in addition a copy of the claim was mailed on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

☐ At the address stated on the face of the claim.

☐ At \_\_\_\_\_

☐ By leaving a copy of this claim at the dwelling house or usual place of abode of the person to be served. Residence was verified by \_\_\_\_\_. A copy was left on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 at \_\_\_\_\_ M. In addition, a copy of the claim was mailed on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 by first class mail to the person served:

☐ At the address stated on the face of the claim.

☐ At \_\_\_\_\_

☐ The undersigned certifies to the court that this claim has not been served because:

☐ The person to be served no longer lives in Morgan County (their new address is: \_\_\_\_\_)

☐ the person to be served cannot be located in Morgan County.

Sheriff

By \_\_\_\_\_

### SERVICE PURSUANT TO TRIAL RULE

☐ The undersigned certifies that a copy of the claim and a copy of the complaint/petition has been served pursuant to the trial rule \_\_\_\_\_ as follows:

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

Signature: \_\_\_\_\_

### SERVICE ACKNOWLEDGMENT

A copy of the NOTICE OF CLAIM filed in this case was received by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_

Signature of Defendant \_\_\_\_\_