

IN THE CIRCUIT COURT OF THE STATE OF OREGON
 FOR THE THIRD JUDICIAL DISTRICT
 Small Claims Division - P.O. Box 12869, Salem, OR 97309

 Plaintiff)
 _____)
 Address)
 _____)
 City State Zip)
 _____)
 Telephone County)
 vs.)
 _____)
 Defendant Defendant)
 _____)
 A.K.A. A.K.A.)

CLAIM AND NOTICE OF CLAIM

Case No. _____

Name, Title (if applicable) and Address for Service on Defendant(s):

Defendant	Defendant
A.K.A. Telephone	A.K.A. Telephone
Address	Address
City State Zip County	City State Zip County

I, Plaintiff, claim that on or about _____, 20____, the above-named Defendant(s) owed me the sum of \$ _____, and this sum is still owing, for (reason)_____.

I have incurred fees of \$ _____ and service expenses of \$ _____. Claim Amount: _____
 Filing Fee: _____
 STATE OF OREGON,) Service Fee: _____
) ss Total Due: _____
 COUNTY OF MARION)

I, the above-named plaintiff, having been duly sworn, state that I have read the above claim and that it is true as I verily believe, and that I have made a bona fide effort to collect the claim from the defendant before filing the claim with the clerk.

DATED: _____ Plaintiff

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_____.

TRIAL COURT ADMINISTRATOR/NOTARY PUBLIC FOR OREGON

(SEAL)

By: _____
 My Commission expires: _____

NOTICE TO DEFENDANT: I certify that the foregoing is a true copy of a claim filed against you.

(SEAL)

TRIAL COURT ADMINISTRATOR
 By: _____

NOTICE TO DEFENDANT - READ REVERSE SIDE

NOTICE TO DEFENDANT

READ THESE PAPERS CAREFULLY

Within 14 DAYS after receiving this notice, you MUST do ONE of the following things:

- Pay the claim plus filing fees and service expenses paid by the Plaintiff; OR
- Demand a hearing; OR
- Demand a jury trial.

If you fail to do one of the above things within 14 DAYS after receiving this notice, then upon written request from the plaintiff, the clerk of the court will enter a judgment against you for the amount claimed plus filing fees and service expenses paid by the plaintiff, plus a prevailing party fee.

If you have questions about the small claims court filing procedures after reading this notice, you may contact the clerk of the court. However, the clerk cannot give you legal advice on the claim.

Defendant filing fees:

To Demand a Hearing if the amount claimed is \$1500.00 or less.....	\$ 39.00
To Demand a Hearing if the amount claimed is over \$1500.00.....	\$ 76.00
To Demand a Jury Trial (Can only do if the amount claimed is over \$750.00).....	\$238.00

A form to request a hearing may be obtained at the Marion County Courthouse, 100 High Street NE in Salem, or from the Court's web site at : <http://marion-court.ojd.state.or.us>. The court's mailing address is: Marion County Circuit Court, P.O. Box 12869, Salem, OR 97309-0869.