

NAME: _____

BLAINE S. GOODE, JUDGE
SMALL CLAIMS
JEFFERSON SUPERIOR COURT

ADDRESS: _____

JEFFERSON COUNTY COURTHOUSE
300 E. MAIN STREET
MADISON, INDIANA 47250

TOWN, STATE & ZIPCODE: _____

TELEPHONE NO.: _____

TELEPHONE NO.: (812) 265-8914
FAX NO.: (812) 265-8951

EMAIL: _____

AGAINST

NAME: _____

CAUSE NO.: 39D01-_____-SC-_____

ADDRESS: _____

TOWN, STATE & ZIPCODE: _____

TELEPHONE NO.: _____

EMAIL: _____

NOTICE OF CLAIM

TO THE DEFENDANT:

You have been sued by the Plaintiff whose name appears above. You must appear in the Jefferson Superior Court at the above address for a bench trial on this claim on the ____ day of _____, 20__, at _____ .m.

A brief statement of the Plaintiff's complaint against the Defendant is as follows:

The Plaintiff demands monetary judgment for \$_____, prejudgment interest of \$_____, plus court costs of \$_____, and all other just and proper relief.

PLAINTIFF

IMPORTANT INFORMATION CONCERNING THIS CLAIM

1. The maximum monetary jurisdictional limit for a small claim (including a small claim eviction) is \$10,000.00. Any amount alleged or proven in excess of \$10,000.00 is waived.
2. If the claim arises out of written contract, a copy shall be attached hereto. If the claim is on an account, an affidavit of debt shall be attached.
3. Small Claim Rule 8(C) governs who may or may not represent a plaintiff or defendant, as set out below:
Party Representation. Any assigned or purchased claim, or any debt acquired from the real party in interest by a third party cannot be presented or defended by said third party unless this third party is represented by counsel. In all other cases, the following rules shall apply:
Natural Persons. A natural person may represent him/herself or may be represented by counsel in any small claims proceeding.
Sole Proprietorship and Partnerships. A sole proprietorship or partnership may be represented by the sole proprietor or partner, owner, counsel, or by a designated full-time employee of the business in the presentation or defense of claims arising out of the business, if the claim does not exceed six thousand dollars (\$6,000). However, claims exceeding six thousand dollars (\$6,000) must either be defended or presented by counsel or pro se by the sole proprietor partner, or owner.
Corporate Entities, Limited Liability Companies (LLC's), Limited Liability Partnerships (LLP's), Trusts. Corporate Entities, Limited Liability Companies (LLC's), Limited Liability Partnerships (LLP's), and Trusts may be represented by counsel, owner, or by a designated full-time employee of the corporate entity, or, in the case of a trust by a trustee, in the presentation or defense of claims arising out of the business if the claim does not exceed six thousand dollars (\$6,000). However, claims exceeding six thousand dollars (\$6,000) must be defended or presented by counsel.

****Full-Time Employee or Trustee Designations—Contents.** A corporate entity, sole proprietorship, partnership, LLC, LLP, or trust that wishes to designate an employee or trustee to represent it must execute a certificate of compliance in each case expressly appointing the person as its representative and must state by a duly adopted resolution in the case of a corporate entity, LLC or LLP; or a document signed under oath by the sole proprietor or managing partner of a partnership, or trustee that the entity shall be bound by the designated employee's or trustee's acts and agreements relating to the small claims proceeding, and shall be liable for assessments and costs levied by a court relating to the small claims proceeding, and that the corporate entity, sole proprietorship, partnership, LLC, LLP, or trust waives any claim for damages in excess of six thousand dollars (\$6,000) associated with the facts and circumstances alleged in the notice of claim. Additionally, the designated employee or trustee must file in each case an affidavit stating that he/she is not disbarred or suspended from the practice of law in Indiana or any other jurisdiction. A court may sanction a designated employee or trustee and the entity the employee or trustee represents for failure to comply with these rules or local rules of court. Sanctions may include assessment of costs or reasonable attorney's fees, the entry of a default judgment, the dismissal of a claim with or without prejudice, fines, and/or incarceration.
4. A default judgment may be entered against the defendant if he fails to appear on the date specified in the notice of claim.
5. The defendant's right to a jury trial is waived unless a jury trial is requested within ten (10) days after receipt of the notice of claim. Once a jury trial request has been granted, it may not be withdrawn without the consent of the other party or parties. Within ten (10) days after the jury trial request has been granted, the party requesting a jury trial shall pay the clerk the additional amount required by statute to transfer the claim to the plenary docket, otherwise, the party requesting a jury trial shall be deemed to have waived the request.
6. The plaintiff and defendant must bring to the trial all documents in their possession or control concerning this claim, as well as having all witnesses available to testify. (Cell phones will not be allowed in the courtroom, so any potential evidence on a cell phone must be printed or saved to an external storage drive)

7. The defendant must provide the court and plaintiff with a written statement of any counterclaim arising out of the plaintiff's claim at least seven (7) calendar days before the trial.
8. By filing this claim in the Jefferson Superior Court as a small claim eviction, the plaintiff waives the right to a trial by jury. The defendant has ten (10) days from the receipt of this notice to file an affidavit requesting a jury trial and pay for the case to be transferred to the plenary docket or the defendant also loses the right to a jury trial.
9. If the defendant does not wish to dispute the plaintiff's claim, the defendant may appear at the time for trial for the purpose of providing information to the court regarding the defendant's responsibility and method to pay the judgment.
10. If a settlement of this claim is made out of court, the parties must submit the settlement in writing to the court for approval before the settlement can become a judgment against the defendant.
11. Any request for change of the trial date by either party should be directed by telephone to the Judge of the Jefferson Superior Court at (812) 265-8915.

RETURN OF NOTICE OF CLAIM

This notice of claim came to hand on the ____ day of _____, 20____, and I served the same on the ____ day of _____, 20____, by:

1. Delivering a copy of the Notice of Claim to _____.
2. By leaving a copy of the Notice of Claim at _____, which is the dwelling or usual place of abode of the defendant, _____, and by sending a copy of the Notice of Claim to the last known address of the defendant, _____ by first class mail.
3. By serving the defendant's agent as provided by rule, statute or valid agreement, to wit: _____.
4. The defendant cannot be found in my bailiwick and the Notice of Claim was not served. I now return this writ on the ____ day of _____, 20____.

Jefferson County Sheriff/Deputy

CERTIFICATE OF MAILING

I certify that on the ____ day of _____, 20____, I mailed a copy of this Notice of Claim to the defendant(s) by registered or certified mail, requesting a return receipt signed by the addressee only, addressed to said defendant(s), at the address furnished by the plaintiff.

Dated this ____ day of _____, 20____.

Clerk, Jefferson Co. Indiana

RETURN OF SERVICE BY MAIL

I certify that the Notice of Claim with return receipt requested was mailed on the ____ day of _____, 20____, and that a copy of the return receipt was received by me on the ____ day of _____, 20____, which copy is attached herewith.

Dated this ____ day of _____, 20____.

Clerk, Jefferson Co. Indiana