

# DECATUR SUPERIOR COURT



TYPE OF SMALL CLAIM: ☐ ORIGINAL FILING ☐ EVICTION ☐ ALIAS ☐ COUNTERCLAIM

Plaintiff,

v.

Defendant,

CAUSE NO. 16D01- \_\_\_\_\_ -SC- \_\_\_\_\_

I claim that \_\_\_\_\_ (defendant) is indebted to me in the sum of \$ \_\_\_\_\_ for (goods) (services) (rent) (money loaned) (damages) (check) (note) (breach of contract) (other) plus interest and costs of this action.

A copy of the (itemized account) (written contract) (other applicable written instrument or statement of circumstances on which this claim is based) is attached hereto and marked Exhibit A.

## Fill in box completely:

Defendant's Information:

Defendant

Street and Number

City

State

Zip

Telephone Number

Plaintiff's Information:

Plaintiff's Signature

Street and Number

City

State

Zip

Telephone Number

## NOTICE OF CLAIM TO DEFENDANT(S):

You are notified that the plaintiff has filed the above statement of claim against you and that this matter has been set for **TRIAL on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock A.M./P.M.,** at the courthouse in the court room of the Decatur Superior Court, Greensburg, Indiana.

You may appear at said trial either in person or with your attorney. You are instructed to bring to the trial all documents in your possession or under your control concerning this claim. If you do not wish to dispute the claim, you may nonetheless appear for the purpose of allowing the Court to establish the method by which the judgment shall be paid.

**If you are unable to appear at the time or place designated in this notice, you may contact the Decatur Superior Court, Courthouse, Greensburg, Indiana, between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday; or by telephone at (812) 663-8523.** If you fail to appear for the trial, a judgment by default may be entered against you.

Defendant has the right to request a jury trial but must request the same in writing within ten (10) days after receipt of this notice. Failure to file a timely request will constitute a waiver of the right. The plaintiff waives his right to jury trial in small claims court by the filing of this claim.

A copy of small claims manual provided as required by Small Claims Rule 13 is available upon your request at the Office of the Clerk of this Court.

Clerk, Decatur Superior Court  
150 Courthouse Square, Suite 244  
Greensburg, IN 47240

812-663-8642

**CERTIFICATE OF MAILING**

I hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, I mailed a copy of this notice to each of the defendant(s) \_\_\_\_\_ by certified mail requesting a return receipt addressed to each of said defendant(s) \_\_\_\_\_ at the address(es) furnished by the plaintiff.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Clerk, Decatur Superior Court

**RETURN OF SERVICE OF NOTICE OF MAIL**

I hereby certify that service of notice with return receipt requested was mailed on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, and that a copy of return receipt was received on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, which copy is attached herewith.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Clerk, Decatur Superior Court

**CERTIFICATE OF CLERK OF NOTICE NOT ACCEPTED BY MAIL**

I hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, I mailed a copy of this notice to each of the defendant(s) \_\_\_\_\_ by certified mail, and the same was returned without acceptance this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, and I did notify plaintiff by mail this date of such non-delivery.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Clerk, Decatur Superior Court

**RETURN OF SERVICE OF NOTICE**

I hereby certify that I have served the within notice:

- (1) by delivering on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, a copy of this notice of claim of each of the within-named defendant(s) \_\_\_\_\_, or
- (2) By leaving on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ for each of the within-named defendant(s) \_\_\_\_\_, a copy of the notice of claim at the respective dwelling, house or usual place of abode of \_\_\_\_\_ and by mailing a copy of the notice to \_\_\_\_\_ at his last known address.

\_\_\_\_\_  
Sheriff of \_\_\_\_\_ County, Indiana

By \_\_\_\_\_  
Deputy