

Medina Municipal Court

135 North Elmwood Ave
Medina, OH 44256
(330) 723-3287
(330) 225-1108 (fax)

Filing Fee: \$87.00 Two Defendants
(Fee must accompany filing)

CASE NO. \_\_\_\_\_
(Assigned by the Clerk's Office)

Plaintiff (1) \_\_\_\_\_
Address \_\_\_\_\_
City, State, Zip \_\_\_\_\_
Telephone No. \_\_\_\_\_
E-mail \_\_\_\_\_

Defendant (1) \_\_\_\_\_
Address \_\_\_\_\_
City, State, Zip \_\_\_\_\_
Telephone No. \_\_\_\_\_
E-mail \_\_\_\_\_

Military Service \_\_\_ yes \_\_\_ no

Plaintiff (2) \_\_\_\_\_
Address \_\_\_\_\_
City, State, Zip \_\_\_\_\_
Telephone No. \_\_\_\_\_
E-mail \_\_\_\_\_

Defendant (2) \_\_\_\_\_
Address \_\_\_\_\_
City, State, Zip \_\_\_\_\_
Telephone No. \_\_\_\_\_
E-mail \_\_\_\_\_

Military Service \_\_\_ yes \_\_\_ no

COMPLAINT

(State your claim in clear, concise, non-technical terms)

AMOUNT OF CLAIM: \$\_\_\_\_\_, with interest at the rate of \_\_\_\_\_% from \_\_\_\_\_ plus
court costs. (Cannot exceed \$6,000.00)

The above complaint is true to the best of my knowledge and belief. \_\_\_\_\_
(Signature of plaintiff or plaintiff's attorney)

\*Your signature must be witnessed by either a notary public or the Clerk of Court Civil Department office.
If mailing the complaint, you must have your signature notarized. If you are completing the Small Claims
Complaint at the Court, your signature will need to be witnessed by a deputy clerk.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_
(Deputy Clerk or Notary Public)

## INSTRUCTIONS FOR COMPLETING SMALL CLAIMS COMPLAINT

You may complete the Complaint on our website and print it out, or you may print out a blank Complaint and complete it by hand. Blank Complaints are also available at the Clerk's office. The Complaint must be printed on 8 ½" by 11" paper. The Complaint must be filed at the Court in person or by mail.

To complete the Small Claims Complaint, follow the instructions below:

1. Provide the name, full address, e-mail, and phone number of each **Plaintiff** (This is YOU).
2. Provide the name, full address, and e-mail of each **Defendant** (Party you are filing against). (P.O. BOX ADDRESSES ARE NOT ACCEPTED)
3. Complete the **Complaint** – state your claim in clear, concise, non-technical terms.
4. The **number of pages of exhibits and attachments** attached to a small claims complaint or small claims counterclaim is limited to fifteen (15). All exhibits and attachments shall be on 8 ½" by 11" white paper without cover or backing. All exhibits and attachments must contain a prominent exhibit number (plaintiff) or letter (defendant). Filers must not attach as an exhibit any pleading or other paper already on file with the court. **Filers must not attach as an exhibit any photograph.** If you attach exhibits/attachments to your complaint, you must provide one copy with your Complaint and one copy for EACH defendant. The court may order the rejection of any pleading or other paper that fails to comply with these rules unless such noncompliance is expressly approved by the court. Any non-compliant pleading or other paper may be dismissed without prejudice.
5. Fill in the **Amount of Claim** (the judgment amount you are requesting). This amount cannot exceed \$6,000.00. Do not include interest or the filing fee in this amount. These amounts will be assessed in other costs.
6. Fill in the **rate** of interest and the **date** you are requesting **interest** to begin – **day, month, and year**. If no rate of interest is specified, the statutory interest rate will be awarded. If no date is specified, interest will begin on the date of judgment.
7. You must sign the Complaint before a clerk at the Court or a notary public. **If there is more than one Plaintiff, all Plaintiffs must sign the Complaint before a clerk at the Court or a notary public.**
8. If the Small Claims Complaint is being completed by an attorney for the plaintiff, the attorney must provide his/her full address and telephone number on the Complaint.

**Filing fee is \$87.00**

**Trials are scheduled a minimum of 6 weeks after the date the Small Claims Complaint is filed.  
Trials are only scheduled on Tuesday and Thursday mornings.**

Mail to:  
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135 North Elmwood Avenue  
Medina, OH 44256