

IN THE DECATUR SUPERIOR COURT – SMALL CLAIMS DIVISION
STATE OF INDIANA

NOTICE OF CLAIM TO DEFENDANT		
TYPE OF SMALL CLAIM:	<input type="checkbox"/> ORIGINAL FILING	<input type="checkbox"/> ALIAS <input type="checkbox"/> COUNTERCLAIM

CLERK, DECATUR SUPERIOR COURT
 150 Courthouse Square, Suite 244
 Greensburg, Indiana 47230
 (812)663-8642

CASE NO. 16D01-_____ -SC-_____

Service by: Certified Mail
 Sheriff of _____ County

Fill in box completely:

SERVE TO:

_____ Plaintiff's Name	VS.	_____ Defendant's Name
_____ Street and Number		_____ Street and Number
_____ City	_____ State	_____ Zip
_____ Telephone Number		_____ Telephone Number

You (the Defendant) have been sued by the Plaintiff whose name appears above. This claim has been scheduled for **trial on Tuesday, the _____ day of _____, 201__ at 8:30 A.M.** in the Decatur Superior Courtroom located on the second floor of the Courthouse at 150 Courthouse Square, Suite 216, Greensburg, Indiana 47240.

The Plaintiff's claim is for: Note, Contract, or Account (copy must be attached) Rent Wages Other (specify) _____. A brief statement of the Plaintiff's claim against you is as follows:

The Plaintiff demands judgment against the Defendant for \$ _____, and the costs of this action.

 Plaintiff's Signature

 Date

IMPORTANT INFORMATION CONCERNING THIS CLAIM

1. You may appear at the trial either in person or by an attorney. You should 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.
2. If you are unable to appear at the time or place designated in this notice, you may contact the Court Reporter for the Decatur Superior Court, 150 Courthouse Square, Suite 219, Greensburg, Indiana 47240, (812) 663-8523, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. If you fail to appear for the trial, a judgment by default may be entered against you.
3. A Defendant has the right to a trial by jury but must make a written request within ten (10) days of receipt of this Notice of Claim. Within ten (10) days after the request for a jury trial has been granted, the party requesting a jury trial shall pay the Clerk the additional amount required by statute to transfer the case to the plenary docket; otherwise, the party requesting a jury trial shall be deemed to have waived the request. Once a jury trial request has been granted, it may not be withdrawn without the consent of the other party or parties.
4. 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.

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