

NOTICE OF CLAIM

SUMMONS

STATE OF INDIANA
COUNTY OF MARION, ss:

Washington Township of
Marion County Small Claims Court
5302 N. Keystone Ave., Suite E
Indianapolis, Indiana 46220 • Phone: (317) 327-8184

Plaintiff: name, address, phone number, state, city & zip code

vs. _____

and _____

Defendant: name, address, phone number, state, city & zip code

The said Plaintiff complains of the Defendant and says: That the Defendant is indebted to the Plaintiff in the sum of \$ _____ for reasons stated herein: _____

And hereby demands judgment, court costs, and all other proper relief.

Dated _____
Plaintiff _____

TO ANY CONSTABLE OF THIS TOWNSHIP: You are hereby commanded to summon the above defendant(s) to appear before me for trial in this court on _____ at _____ o'clock _____ M. to answer the plaintiff in a hearing on the above claim and to make due return of this Notice of Claim.

Dated _____
Judge _____

CONSTABLES RETURN OF SERVICE OF NOTICE OF CLAIM

I certify that I have served this Notice of Claim on _____

- 1) By reading a Claim to the Defendant, _____
- 2) By leaving a copy of the Notice of Claim at _____ which is the dwelling place or usual place of abode of _____ and by mailing a copy of the Notice of Claim to said Defendant at the such address.
- 3) Other service remarks: _____

Constable

NOTICE TO ALL PARTIES

- The nature of the Plaintiff's claim against you and demand made is stated above.
- You may represent yourself or hire an attorney.
- If the Defendant does not wish to dispute the claim of the Plaintiff, he/she may appear to agree to a judgment and for the purpose of allowing the court to establish a method by which the judgment shall be paid.
- If the Defendant cannot appear at the time and place set for trial, he/she shall write the Court at the above address requesting a trial setting at a future date.
- If the Defendant fails to appear in Court at the time set for the trial, a default judgment may be entered against the Defendant.
- The Plaintiff waives a trial by jury by filing his/her claim in the Small Claims Court.
- The Defendant waives trial by jury also unless he/she requests a jury trial within ten (10) calendar days of the receipt of the Notice of Claim. Once a request for trial by jury is granted, a transfer fee for transfer to the Superior Court must be paid within ten (10) calendar days. If the fee is not paid, waiver of jury trial occurs. Once a request is made and fee paid, request cannot be withdrawn without the consent of the other party.
- The Defendant may within ten (10) days of service of the summons file a change of venue of this matter. Proper venue is determined by the court in the following order:
 - (1) In an action upon a debt or account, venue is in the township where any defendant has consented to venue in a writing signed by the defendant.
 - (2) Venue is in the township where a transaction or occurrence giving rise to any part of the claim took place.
 - (3) Venue is in the township (in a county of the Small Claims Court) where the greater percentage of individual defendants included in the complaint resides, or, if there is no such greater percentage, the place where any individual defendant so named resides, owns real estate, or rents an apartment or real estate or where the principal office or place of business of any defendant is located.
 - (4) Venue is in the township where the claim was filed if there is no other township in the county in which the small claims court sits in which required venue lies.

Claims between landlord and tenants shall be in the township where the real estate is located.