

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CLACKAMAS**

Plaintiff(s)	Identification Number	
Address	Institution	
City	State	ZIP
Telephone		
V.		
Defendant.		

CASE NO. _____

**SMALL CLAIM INMATE CLAIM
AND NOTICE OF CLAIM AGAINST A
PUBLIC BODY**

Name and address for service on defendant(s):

Name (Defendant)		
Address		
City	State	ZIP
Telephone		

Name (Defendant)		
Address		
City	State	ZIP
Telephone		

I, Plaintiff, claim that on or about _____, 20____, the above named defendant(s) to be served in _____ County, _____ State, owed me the sum of \$_____, and this sum is still owing for (reason): _____

STATE OF OREGON)
County of Clackamas) ss.

I, the above named Plaintiff, hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury. Further, I have made a good faith effort to collect the claim from the defendant before filing the claim with the clerk.

Date

Signature of Plaintiff

NOTICE TO DEFENDANT: I certify that the foregoing is a true copy of a claim filed against you.

TRIAL COURT ADMINISTRATOR

By: _____
Clerk

(SEAL)

ATTENTION DEFENDANT: YOU MUST READ NOTICE ON REVERSE SIDE.

NOTICE TO DEFENDANT

READ THESE PAPERS CAREFULLY!

Within 30 days after receiving this notice you **MUST** do **ONE** of the following things:

- Pay the plaintiff the amount of the claim plus filing fees and service expenses paid by plaintiff and submit proof of that payment to the court **OR**
- Demand a hearing or counterclaim and pay the appropriate fee **OR**
- If the amount of the claim exceeds \$750 demand a jury trial and pay the appropriate fee.

If you fail to do one of the above things within 30 DAYS after receiving this notice, then upon written request from plaintiff, the clerk of the court will enter judgment against you for the amount claimed plus filing fees and service expenses paid by the plaintiff, plus a prevailing party fee.

Carefully read all the material you have received including this notice and the attached “Defendant’s Answer.” Reading this material should answer most questions. If you have further questions about small claims filing procedures, you may contact the clerk of the court. **Please remember, however, that the clerk cannot give you legal advice on the claim.**

Clackamas County Courthouse, Room 104
807 Main Street
Oregon City, OR 97045
Telephone: (503) 655-8447