

IN THE CIRCUIT COURT OF THE STATE OF OREGON
 FOR DOUGLAS COUNTY
 Small Claims Division – 1036 SE Douglas Ave. Room 201 Roseburg OR 97470 541-957-2415
(court's address and phone number)

Plaintiff)	
Address)	
City)	
State)	
Zip)	
)	
)	
V.)	
Defendant)	
Defendant)	
A.K.A.)	
A.K.A.)	

CASE No. _____

**CLAIM AND
NOTICE OF CLAIM**

Name, Title (if applicable) and Address for Service on Defendant(s):

Defendant		Defendant
A.K.A.		A.K.A.
Address		Address
City	State	Zip
	County	

I, Plaintiff, claim that on or about _____, _____, the above-named defendant(s) owed me the sum of \$ _____, and this sum is still owing for (reason) _____

I have incurred fees of \$ _____ and service expense of \$ _____.
 Claim Amt: _____
 Filing Fee: _____
 Service Fee: _____

I 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.

DATED: _____

 Plaintiff

 NOTICE TO DEFENDANT: I certify that the foregoing is a true copy of the claim filed against you.
 TRIAL COURT ADMINISTRATOR
 By _____

NOTICE TO DEFENDANT — READ REVERSE SIDE

NOTICE TO DEFENDANT

READ THESE PAPERS CAREFULLY!

Within 14 DAYS after receiving this notice you MUST do ONE of the following things:

- Pay the claim plus filing and service expenses paid by the plaintiff; OR
- Demand a hearing; OR
- Demand a jury trial.

If you fail to do one of the following things within 14 DAYS after receiving this notice, then upon written request from the plaintiff, the clerk of the court will enter a judgment against you for the amount claimed plus filing fees and service expenses paid by the plaintiff, plus a prevailing party fee.

If you have any questions about the small claims court filing procedures after this notice, you may contact the clerk of the court; however, the clerk cannot give you legal advice on this claim.

Defendant filing fees (to be filled in by plaintiff with fees for specific county where filed):

To Demand a Hearing if the amount claimed is \$1500.00 or less \$ 74.50

To Demand a Hearing if the amount claimed is over \$1500.00 \$ 143.50

To Demand a Jury Trial (Only if the amount claimed is over \$750.00) \$ 287.00