# IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR THE COUNTY OF \_\_\_\_\_

## **Small Claims Department**

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Plainti	Case No:
	CMAIL OLAIM AND
(Inmate SID #, if applicable, V.	NOTICE OF SMALL CLAIM Filing fee at ORS 46.570
Defendar □Defendant is a public bod	
<b>PLAINTIFF</b> (☐Additional on attached page)	<b>DEFENDANT</b> ( Additional on attached page)
Name	Name (enter Registered Agent, if necessary, on next page)
Street	Street (do not use a P.O. Box)
City / State / Zip	City / State / Zip
Phone County	Phone County
I, Plaintiff, claim that on or about (date) of (or property valued at) \$ becau	
	, and this amount is still due.
I have paid (or will pay):	
filing fees of \$	Claim \$
	+ Fees \$ +Costs \$
and service costs of \$	
	TOTAL \$

## **DECLARATION OF GOOD FAITH EFFORT**

I, Plaintiff, have made a goo	od faith effort to collect this claim from the defendants before filing this claim
with the court clerk.	
(Describe your efforts):	
If this case is s	subject to ORS 646A.670(1) (see the box at the top of page 1)
	cial Department website for information about debt collection cases: <u>www.courts.oregon.gov/debtcollection</u>
	S 646A.670(1) and UTCR 5.180. A completed <i>Consumer Debt Collection</i> ached and incorporated into this pleading as required by UTCR 5.180(2)(iii).
	the above statements are true to the best of my knowledge nd they are made for use in court and I am subject to penalty
Date	Plaintiff Signature
Email	Plaintiff Name (print)
DEFENDANT'S REGIS	TERED AGENT:
Name	
Street (do not use a P.O. Box)	
City / State / Zip	
Phone	County

#### **NOTICE TO DEFENDANT:**

#### READ THESE PAPERS CAREFULLY!

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

- Pay the claim plus filing fees and service expenses paid by plaintiff (send payment directly to the plaintiff, not to the court) OR
- Demand a hearing and pay the fee required (below) **OR**
- Demand a jury trial and pay the fee required (below). This option is available **only** if amount claimed is more than \$750.

If you fail to do one of the above within <u>14 DAYS\*</u> after you get this notice, the plaintiff may ask the court to enter a judgment against you. The judgment will be for the amount of the claim, plus filing fees and service costs paid by the plaintiff, plus a prevailing party fee. If you are not able to respond in time because you are in active military service of the United States, talk to a legal advisor about the Servicemembers Civil Relief Act.

COURT NAME / ADDRESS / PHONE #	
>	
>	
>	
<b>Defendant's Filing Fees</b> (must be filled in by the PLAINTIFF):	
(1) To demand a hearing if the amount claimed is \$2,500 or less	\$
(2) To demand a hearing if the amount claimed is more than \$2,500	\$
(3) To demand a jury trial (only if amount claimed is over \$750)	\$
(2) To demand a hearing if the amount claimed is more than \$2,500	\$ \$ \$

You can fill out and file your *Response* online at <u>www.courts.oregon.gov/iforms</u>. If you have questions about filing procedures, go to <u>www.courts.oregon.gov</u>. Or you may contact the court clerk. The clerk *cannot* give you legal advice about the claim.

\*NOTE: If the plaintiff is an <u>adult in custody</u> (ORS 30.642) AND the defendant is a <u>government agency or other public body</u> (ORS 30.260), the defendant must respond within **30 days** after receiving this Notice.