

JUSTICE COURT, STATE OF OREGON, COUNTY OF DESCHUTES

SMALL CLAIMS DEPARTMENT

411 SW 9<sup>th</sup> St., Room 230 ♦ Redmond, OR 97756 ♦ (541) 617-4758

\_\_\_\_\_)
Plaintiff Name(s) )
vs. )
\_\_\_\_\_)
Defendant #1 Name )
\_\_\_\_\_)
Defendant #2 Name )

CLAIM AND NOTICE

Case No. \_\_\_\_\_

PLAINTIFF'S ADDRESS

\_\_\_\_\_)
Plaintiff: Mailing Address ) Agent Name, if Plaintiff is a Corporation
\_\_\_\_\_)
Plaintiff: City / State / Zip Telephone ) Agent Address, if Plaintiff is a Corporation
\_\_\_\_\_)
Email Address )

DEFENDANT(S) ADDRESS

\_\_\_\_\_)
Defendant #1: Street Address for Service of Claim )
\_\_\_\_\_)
Defendant #2: Street Address for Service of Claim )
\_\_\_\_\_)
Defendant #1: City / State / Zip Telephone )
Defendant #2: City / State / Zip Telephone )
\_\_\_\_\_)
Agent Name, if Defendant #1 is a Corporation )
Agent Name, if Defendant #2 is a Corporation )
\_\_\_\_\_)
Agent Address, if Defendant #1 is a Corporation )
Agent Address, if Defendant #2 is a Corporation )

CLAIM

I, Plaintiff, claim that on or about \_\_\_\_\_, 20\_\_\_\_\_, the above-named Defendant(s) of \_\_\_\_\_
County, Oregon, owed me the sum of \$ \_\_\_\_\_, (Not to exceed \$10,000) and this sum is still owing for: \_\_\_\_\_.

AFFIDAVIT

State of Oregon )
County of Deschutes ) ss.
I, the above-named Plaintiff, having been duly sworn, state that I have read the above claim, and that it is true as I verily believe,
and I have already made a good faith effort to collect this claim from the Defendant(s) by: \_\_\_\_\_.

I have incurred filing expenses of \$ \_\_\_\_\_. I anticipate service expenses of \$ \_\_\_\_\_.

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day
of \_\_\_\_\_, 20\_\_\_\_\_.

NOTARY PUBLIC / COURT CLERK

I certify that this is a true copy of the
Claim & Notice filed in Deschutes
County Justice Court.
Justice Court Clerk: \_\_\_\_\_

ATTENTION DEFENDANT: You must read the Notice on the reverse side of this form.

**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 Fees and Service Expenses Paid by the Plaintiff, or**  
**Demand a Hearing, or Demand a Jury Trial.**

If you fail to do one of the above 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. (Execution may issue on such a judgment against your wages, bank account, or other property).

State law provides that within 14 days after service of this notice upon the Defendant, if you admit the claim, it may be settled by a) paying to the Plaintiff the amount of the claim plus the amount of all filing fees and service expenses paid by the Plaintiff and mailing proof of that payment to the court; or b) if the claim is for recovery of specific personal property, delivering the property to the Plaintiff, the amount of all filing fees and service expenses paid by the Plaintiff and mailing proof of that delivery and payment to the court.

If you deny the claim, you must check one of the alternatives listed on Defendant's Answer which provides that:

1. You may demand a hearing in the Small Claims Department upon payment of the appropriate answer fee; and
2. In addition, a COUNTERCLAIM may be asserted upon payment of the appropriate answer fee; or
3. You may demand a jury trial if the amount claimed exceeds \$750 and you pay the filing and jury fees required in Justice Court actions.

**Contact Deschutes County Justice Court immediately**  
**if you did not receive an Answer form when you were served with this Claim.**

**CERTIFICATION OF SERVICE**

STATE OF OREGON     )  
Deschutes County     ) ss.

I hereby certify that the Claim and Notice appearing on the reverse were delivered to me for service on \_\_\_\_\_, 20\_\_\_\_; that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served the Claim and Notice on the within named Defendant \_\_\_\_\_, by delivering a copy thereof prepared and certified by the Clerk of the Justice Court to the within named Defendant at \_\_\_\_\_ o'clock, as follows, indicated by an "X":

- To said Defendant \_\_\_\_\_, in person at \_\_\_\_\_.
- By delivering said papers to \_\_\_\_\_, (position) \_\_\_\_\_ of said corporation.
- I was unable to find said Defendant at his usual place of abode: Such service was therefore made on said date by delivering said papers to \_\_\_\_\_, a person over 14 years of age who resides at Defendant's abode: \_\_\_\_\_  
\_\_\_\_\_ (Defendant's Address). I mailed a certified copy of the Claim and Notice to Defendant at \_\_\_\_\_ am/pm on \_\_\_\_\_, 20\_\_\_\_.
- I was unable to find said Defendant within the county after diligent search and inquiry. All of said search and service was made within said \_\_\_\_\_ County.

\_\_\_\_\_  
Signature