COUNTY OF SHELBY)SS:			
COUNTY OF SHELDY)	CAUSE NO. 7	73D02	
Plaintiff Name		Defendant		(et al)
Address		Address		·
Address		Address		
City State Zip		City State Zip		
Telephone		Telephone		
Email		Email		
NOTICE	E of CLAIM, SUMM	IONS to APPEAR, and	d NOTICE OF TRIA	\mathbf{L}
You (the Defendant) a	are being sued by th	ne Plaintiff whose name	appears above. Pla	intiff's Claim is
for \$	dollars plus co	ourt costs \$ fo	or:	
Eviction Damages	Back Rent Bad Check	Goods Servi Money Loaned	ces Breach of Co Vehicle Title	
Other		-		
A brief statement of the	e nature of the Plaint	iff's claim against you is a	is follows:	
		iff's claim against you is a		
Trial for the lawsuit is	s scheduled for		at	o'clock in
Trial for the lawsuit is Shelby County Superio	s scheduled for or Court 2, 407 S. H		atat ille, IN 46176. If you	o'clock in
Trial for the lawsuit is Shelby County Superion	s scheduled for or Court 2, 407 S. H	arrison Street, Shelbyvi	atat ille, IN 46176. If you	o'clock in
Trial for the lawsuit is Shelby County Superion person or by an attorned Dated	s scheduled for or Court 2, 407 S. H	arrison Street, Shelbyvi er a default judgment aga	atat ille, IN 46176. If you	o'clock in fail to appear in
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Ver. Dec-21

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IMPORTANT INFORMATION CONCERNING THIS CLAIM

- 1. Each Defendant must be served properly under Indiana Rules of Trial Procedure 4-4.17 and 86 for the Court to have jurisdiction. Unless served by Sheriff, Plaintiff shall file a Return Notice of Claim with the court after attempting Service of Process for each Defendant. The court cannot proceed without proper service.
- 2. You don't have to have an attorney to file or respond to a small claim. Individual human beings can either hire an attorney or represent themselves in a small claim case regardless of the amount of the claim. However, when the claim exceeds \$6,000 corporate entities including LLCs or trusts must be represented by an attorney. If the claim is less than \$6,000 corporate entities including LLCs or trusts may be represented by a FULL-TIME EMPLOYEE as explained in paragraph 3. Sole proprietorships and partnerships may also be represented by a FULL-TIME EMPLOYEE when the claim does not exceed \$6,000. When the claim exceeds \$6,000 sole proprietorships and partnerships must be represented by either an attorney or the owner or partner.
- 3. A corporate entity, sole proprietorship, partnership, LLC, LLP or trust that wishes to designate an employee or trustee to represent it must file an executed certificate of compliance in each case appointing the person as its representative pursuant to Indiana Small Claim Rule 8(C). A sample certificate of compliance can be found on the Superior Court 2 website.
- 4. A court may sanction a designated employee or trustee and the entity represented by such designation for failure to comply with these rules or local rules of court. Sanctions may include assessments of costs or reasonable attorney's fees, the entry of a default judgment, the dismissal of a claim with or without prejudice, fines, and/or incarceration.
- 5. Plaintiff waives the right to trial by jury by filing a small claim. The Defendant may, within 10 days following service of the Notice of Claim, demand a trial by jury in writing, specifying that the demand is made in good faith, and supplying the affidavit required by Indiana Code 33-29-2-7. The Defendant must pay the difference in filing fees to the Clerk's office at the time of the jury request.
- 6. The Defendant must file any counterclaim with the Clerk in time to be mailed and received by the Plaintiff at least 7 calendar days before the trial date
- 7. A claim must be filed in the county where the transaction or occurrence took place, where the obligation was incurred, or where the defendant resides or has his/her place of employment.
- 8. Court costs must be paid in advance. The court may order a defendant to reimburse the Plaintiff for court costs.
- 9. This court cannot award more than \$10,000 in a small claims action.

- 10. All parties their representatives must complete and file an appearance form with the Clerk or Court.
- 11. Requests to continue the trial by either party must be received by the Court at least 2 business days before the trial date. Continuances are generally not favored and are not granted by telephone. Requests to continue can be mailed or delivered to Shelby Superior Court 2, 407 S. Harrison Street, Shelbyville IN 46176. The Courts' phone number is (317) 392-6340. The Court is closed from 12-1 pm on business days for lunch.
- 12. Bring to trial all documents, photos, etc that you wish to submit concerning this claim. Written lists of damages with written explanations are very helpful to the Court. The Court will not consider exhibits displayed solely on electronic devices. Printed documents and photos should be of good quality and organized. The Clerk will furnish subpoenas if requested
- 13. The Court will conduct a contested trial on the first trial setting so both parties should be prepared to go forward. Notify the Court at least two business days in advance if the trial will take more than 1/2 hour.
- 14. Be on time for trial. A claim may be dismissed or judgment may be entered against an absent party.
- 15. Parties may settle the case before trial, but they are not required to do so. If the case is settled before trial, Plaintiff shall either dismiss the case or file an Agreed Judgment with the Court. The Agreed Judgment must be signed by both the Plaintiff and the Defendant. The Court has Agreed Judgment forms to use. Even if a Defendant agrees to a judgment, he or she may appear in Court to establish a method by which the judgment may be paid.
- 16. An appeal must be initiated within 30 days of the entry of judgment. Appeals are complicated. An attorney should be consulted regarding an appeal.
- 17. A Small Claims Litigant's Handbook is available at www.co.shelby.in.us or at the court. Small claims rules can be found at http://www.in.gov/judiciary/rules/small_claims/. You can find information about your case at www.public.courts.in.gov or www.co.shelby.in.us.

STATE OF INDIANA))SS	SHELBY SUPERIOR COURT 2
COUNTY OF SHELBY)	CAUSE NO. 73D02
Plaintiff Name	
V.	
	(Each Defendant gets their own service.)
(Not	necessary to file this document if using Sheriff to serve) RETURN OF NOTICE OF CLAIM
Pursuant to Indiana Rules of T	rial Procedure 4-4.16 and 86 I affirm under penalties of perjury that:
☐ I served this Notice of Claim	n by personally delivering a copy to at
o'clock on	20 at the location of
of Defendant	d Notice of Claim via Certified or Registered Mail by mailing on the date with tracking # to the followingat the Address of
☐ I served this Notice of Claim ✓ at the address lister house or usual place ✓ on the date of United States First	d on the notice of claim which is understood to be the person's dwelling
□ no such address in S	herwise no longer living at the address.
Name of Person Affirming Serv	ice Unit # (If Applicable) Agency (If applicable)

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Complete this page if a business is either Plaintiff or Defendant. ${\bf Page~2~of~2}$

SHELBY COUNTY SMALL CLAIM RULE 8 EMPLOYEE CERTIFICATE OF COMPLIANCE

Plaintiff	Cause#	Defendant	
SOLE PROPRIETORSHIP/PARTNER (Print name of Business below)	SHIP	LLC/LLP/CORPORATE ENT (Print name of Business below	
is a sole proprietorship or partnership a designates the below named person who time employee of the sole proprietorship partnership to appear in small claims can Superior Court 2 in lieu of the sole proprietorship or partner. The sole proprietorship or part be bound by any and all acts and/or agreelating to the small claims proceedings by the designated employee or trustee a liable for assessments and costs, including assessed by reason of contempt, levied by against the designated employee. By auticular this Rule, the sole proprietorship waives any present or future claim in this forum in excess of six thousand dollars (*Designated Employee** I affirm under the pains and penalties of the above is true and accurate.	om is a full- p or ses in Shelby rietor or a chership will eements entered into and will be ang those by a court horizing a e to appear or partnership is or any other \$6,000).	is a Corporate Entity, Limited Limited Liability Partnership laws of the State of Indiana an or does have matters which are in the Small Claims Division, S Shelbyville, Indiana. Therefor governing board that the beloemployee is designated to ap understanding that the corporatrust will be bound by any and agreements relating to the smentered into by the designated and will be liable for assessmenthose assessed by reason of cocourt against the designated a designated full-time employ under this Rule, the corporate waives any present or future of forum in excess of six thousand Designated Employee By SECRETARY OF THE BOAR	(LLP) or Trust under the d it anticipates to have the subject of litigation helby Superior Court II, ite, it is RESOLVED by the w named full-time pear in its stead with the rate entity, LLC, LLP, or all acts and/or all claims proceedings d employee or trustee ents and costs, including ontempt, levied by a employee. By authorizing ee or trustee to appear entity, LLC, LLP, or trust claim in this or any other ad dollars (\$6,000.00).
Sole Proprietor/ Partner Signature	Date	Signature	Date
Printed		Printed Name	
AFFIDAVIT OF EMPLOYEE I, the employee, affirm under penalty practice of law in the State of Indiana	of perjury that I ha		rred from the
Signature Printed		ate RM MUST BE FILED IN EVERY (EMPLOYEE IS DESIGNAT)	
1 Timed			
Address of Business			
City State Zip			
Phone	; ema	ail	