

**Plaintiff:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Are you Incorporated: \_\_\_\_\_  
Yes No

**SMALL CLAIMS**

**HENDRICKS SUPERIOR COURT NO. \_\_\_\_\_**  
MAIL CLAIM TO:  
CLERKS OFFICE  
51 West Main Street, Suite 104  
DANVILLE, IN 46122  
Clerk-Telephone No. (317) 745-9231

**Against**

Case No. 32D05-\_\_\_\_\_-SC-\_\_\_\_\_

**Defendant:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_

Service By:  Sheriff of \_\_\_\_\_ County  
 Certified Mail

**ALIAS  
NOTICE OF CLAIM**

**TO THE DEFENDANT:**

You have been sued by the Plaintiff whose name appears above. You must appear in the Hendricks Superior Court No. \_\_\_\_\_ in person or with your lawyer on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_ .m. for a Small Claims Trial. The Plaintiff may be given default judgment against you if you fail to appear at that time.

The Plaintiff's Claim is for: \_\_\_\_\_ Account, Note or Contract (**a copy must be attached**)  
\_\_\_\_\_ Wages \_\_\_\_\_ Rent \_\_\_\_\_ Other (Specify)

A brief Statement of the nature of the Plaintiff's claim against you is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Plaintiff demands judgment against the Defendant for \$ \_\_\_\_\_, plus interest from \_\_\_\_\_, 20\_\_\_\_, at the rate of \_\_\_\_\_%, and the court costs (filing fee).

**I affirm under the penalties of perjury that the foregoing representations are true and correct to the best of my knowledge and belief.**

**IF FILED BY A LAWYER:**

Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff (or lawyer)

**IMPORTANT INFORMATION CONCERNING THIS CLAIM**

- 1) Either the Plaintiff or the Defendant may represent themselves individually or be represented by a lawyer. The Plaintiff should and the Defendant must bring to the trial all documents in their possession or under their control concerning this claim., plus copies for opposing party.
- 2) If the Defendant does not wish to dispute the Plaintiff's claim, he may still appear for the purpose of allowing the Court to establish the method by which the judgment shall be paid.
- 3) Any request for a change of the trial date by either party should be directed, **in writing**, to the Court listed above at the address listed.
- 4) A default judgment may be entered against the Defendant if he fails to appear at the trial, and if the Plaintiff fails to appear, the case may be dismissed subject to being once re-filed.
- 5) The Defendant must provide the Court and the Plaintiff with a written statement of any Counter-Claim arising out of the Plaintiff's claim at least seven (7) calendar days before the trial.
- 6) If a settlement of this claim is made out of court, it shall be in writing and signed by the Plaintiff and Defendant. Forms for settlement may be obtained from the Court or the Self-Help Office on the first floor of the Hendricks County Courthouse. The settlement shall be filed with the Clerk, and, upon approval of the Court, it shall be entered in the Small Claims Judgment Docket and shall have the same effect as a judgment of the Court.

7) The filing of a Small Claim is deemed a waiver of trial by jury. The Defendant may, not later than ten (10) days following service of the Notice of Claim, demand a jury trial by filing an affidavit stating that there are questions of fact requiring a jury trial, specifying those questions of fact, and stating that the demand is made in good faith. Upon Defendant depositing the statutory transfer fee with the County Clerk, the case will be transferred to the Plenary Docket. It may then be necessary for both parties to obtain lawyers.

**CERTIFICATE OF MAILING**

I certify that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I mailed a copy of this Notice of Claim to each of the Defendant(s) by (registered or certified) mail requesting a return receipt signed by the addressee only, addressed to each of said Defendant(s), at the address furnished by the Plaintiff.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
CLERK, HENDRICKS COUNTY

**RETURN OF SERVICE OF NOTICE OF CLAIM BY MAIL**

I hereby certify that service of Notice of Claim with return receipt was mailed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that a copy of the return receipt was received by me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, which copy is attached herewith.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
CLERK, HENDRICKS COUNTY

**CERTIFICATE OF CLERK OF NOTICE OF CLAIM NOT ACCEPTED BY MAIL**

I hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I mailed a copy of this Notice of Claim to each of the Defendant(s) by (registered or certified) mail, and the same was returned without acceptance this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and I did deliver said Notice of Claim to the Sheriff of \_\_\_\_\_ County, Indiana.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
CLERK, HENDRICKS COUNTY

**SHERIFF'S RETURN ON NOTICE OF CLAIM**

This Notice of Claim came to hand on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and I served the same on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By delivering a copy of Notice of Claim personally to: \_\_\_\_\_ ,

By leaving a copy of the Notice of Claim at \_\_\_\_\_ the dwelling or usual place of abode of Defendant:\_\_\_\_\_. And by sending a copy by First Class Mail to Defendant's address.

By serving Defendant's agent as provided by rule, statute, or valid agreement, to-wit:\_\_\_\_\_.

Defendant cannot be found in my bailiwick and Notice of Claim was not served. And now I return this writ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Sheriff, \_\_\_\_\_ County, Indiana