
Name(s)

Address

City State/Zip

Telephone Number

IN THE
LAGRANGE SUPERIOR COURT
105 N Detroit Street
LaGrange, Indiana 46761
Court: 260-499-6363
Clerk: 260-499-6375

PLAINTIFF(S)

SMALL CLAIM

Name(s)

Address

City State/Zip

Telephone Number

Cause No. 44D01-_____

DEFENDANT(S)

NOTICE OF CLAIM

Service by: Signature Confirmation Mail Sheriff Private Process
 Account Promissory Note Bad Check Eviction Wages Other

This claim is set for a pre-trial conference on _____, _____ at _____ a.m./p.m.. in the LaGrange Superior Court, Courthouse, LaGrange, Indiana 46761.

A brief statement of the nature of the claim against you is as follows: _____

Plaintiff(s) therefore seek(s) judgment against you in the amount of \$ _____, plus court costs of \$ _____, for a total of \$ _____.

This is an attempt to collect a debt, and any information obtained will be used for that purpose.

Date: _____

Signature of Plaintiff

Signature of Plaintiff

Sheriff's Return of Service

I hereby certified that I have (not) served this Notice of Claim:
(check and complete applicable method or reason)

1. By delivering a copy of this Notice of Claim to Defendant(s)
Personally on _____.
2. By leaving a copy of this Notice of Claim at Defendant's (s') dwelling or usual place of abode, and by sending a copy of this Notice of Claim by first-class mail to said Defendant(s) at his/her/their last known address,
on _____.
3. Because Defendant(s) was/were not found in my bailiwick and/or does not (do not) have a dwelling house or usual place of abode therein.

_____ County, IN _____ Sheriff

Certificate of Mailing

I hereby certify, as indicated in the Date Issued field that a copy of the Notice of Claim was sent to the named person(s) at the address(es) furnished, by Signature Confirmation Mail at LaGrange, Indiana, return receipt requested.

Clerk of LaGrange Superior & Circuit Courts

Date Issued

If you fail to appear at a scheduled hearing, even a pre-trial conference, a default judgment may be entered against you.

If you do not dispute the claim, you should either contact the person suing you or appear at the scheduled hearing in order to establish a method by which the judgment will be paid.

If your first hearing is scheduled on the pre-trial calendar, you must appear; but a trial will **not** be held on that date. The hearing is scheduled to allow the parties to meet and attempt to informally resolve their dispute(s) or to schedule a future trial date.

When your hearing is scheduled on the trial calendar, a trial will be held on that date. Be prepared to prove your side of the case by bringing with you all documents in your possession or control and all witnesses on your behalf.

Any defendant has the right to a trial by jury; but only if within ten (10) days from the receipt of this notice said defendant files with the Court an affidavit requesting a jury trial and pays the associated costs for a jury trial.

You may pay the claim and court costs in full any time before the hearing and this lawsuit will be dismissed, unless the claim against you is for Landlord/Tenant Ejectment (eviction) or Return of Personal Property.

If you have any claim against anyone, including the person suing you, which arises from the same transaction or occurrence which is the subject of this notice, you must file a notice of your claim with the Court. If your claim is against the person suing you, you must file your notice of claim early enough so that the person receives a copy of your claim from the Court at least seven (7) calendar days prior to the scheduled hearing. If your claim is against anyone other than the person suing you, you must file your notice of claim early enough so that person receives a copy of your claim from the Court at least ten (10) calendar days prior to the scheduled hearing. The Clerk's office and the Court provide forms for you to file any such claims.

CORPORATIONS must be represented by an attorney if the claim by or against the corporation exceeds \$1,500.00. In claims which do not exceed \$1,500.00, a corporation may be represented by a full-time employee designated by the corporation prior to trial on a form available from the Court.

You may appear in all Court proceedings in person and/or by an attorney.

If you or your attorney cannot appear for the scheduled hearing, contact the Court, **in person or in writing**, immediately upon receipt of this notice.