

DAVID J. CLAUS
JUDGE



KATJA SOPER
CLERK

GREGORY GADBERRY
BAILIFF / PROBATION OFFICER

BELLEVUE MUNICIPAL COURT

165 Bellevue Way • Bellevue, Ohio 44811

PHONE: 419.483.5880 • **FAX:** 419.484.8060 • **WEB:** bellevuemunicourttohio.com

Filing a Small Claims Complaint:

1. Court costs are located on our website, please check these before filing. Payment must be made by certified check, business check, money order, cash or can be E-Filed with a credit card.
2. The defendant must live **OR** the transaction must have taken place in the City of Bellevue, Lyme or Sherman Townships in Huron County, York Township in Sandusky County **OR** Groton Township in Erie County.
3. You must have a correct mailing address for the defendant.
4. The maximum claim amount allowed by law is \$6,000.00, **EXCLUDING** court costs.
5. **To File:** Complete and mail or bring the Small Claim complaint (attached here) & any supplemental documents with the required cost for the filing to the court.
6. **NOTE:** The complaint form **MUST** be signed by the party bringing the action (plaintiff), this **MUST** be witnessed by **EITHER** a notary public **OR** by a clerk of the Bellevue Municipal Court.
7. Court hearings are set approximately 28 days from the date of filing. Small Claim hearings are only held **TWICE** a month, on Tuesdays @ 9:45 a.m. You will receive a notice from the court with the date of the hearing.

If you have any questions, please call the number listed above.

Bellevue Municipal Court
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Phone: (419) 483-5880 Fax: (419) 484-8060

SMALL CLAIMS COMPLAINT

Case No. CVI

Plaintiff(s): _____

Address: _____

City/State/Zip: _____

Phone: _____

Plaintiff(s)

Vs.

Defendant(s): _____

Address: _____

City/State/Zip: _____

Phone: _____

Defendant(s)

Please take notice that a claim is hereby filed against the above Defendant(s) and request that he/she/they be summoned to appear in the Bellevue Municipal Court to answer same.

STATEMENT OF CLAIM (Please state location, date, and brief description of claim)

Wherefore, Plaintiff(s) prays judgment against Defendant(s) in the sum of \$ _____ plus interest at the rate of _____% from the _____ day of _____, 20____ plus court costs.

AFFIDAVIT OF COMPLAINANT'S CLAIM

State of Ohio }
County of Sandusky } ss.

Plaintiff(s) being first duly sworn, on oath states that _____, is/are the Plaintiff(s) in the above entitled cause; that the said cause is for the payment of money; that the facts and allegations contained in the Statement of Claim are true; and that there is due to Plaintiff(s) from the Defendant(s) the amount stated above; Defendant(s) is/are not now in the military or naval service of the United States.

Signature of Plaintiff(s)

Sworn and subscribed to before me this _____ day of _____, 20_____.

Clerk / Deputy Clerk / Notary Public

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This Court requires the following items to be provided to the Court when filing Small Claims and claims within the Civil Division including, but not limited to, claims for damages and rental property damages hearings:

You must provide two (2) sets of any documents intended to be submitted as evidence in Court, (**Examples: Repair estimates or receipts, photographs of both before and after for any damages, clean-up costs, and a breakdown of labor costs, leases, etc.**) prior to, or at the start of the hearing. One copy is to be provided to the opposing party and one copy to present to the court, which may become part of the Court's record. The Court will not consider any such documentation unless/until the appropriate copies are available, and the Court will not make copies for presentation of same.

The Court cannot and will not review or consider any text messages, videos, photographs, or other evidence from a party or witnesses' mobile phones. Said evidence must be reduced to written format that can be submitted to the Court and opposing party.