

**NOTICE OF SMALL CLAIMS CASE**

Monroe County Circuit Court  
301 North College Avenue  
Bloomington, IN 47404  
(812) 349-2600 (Clerk's Office)

Case No 53C \_\_\_\_\_

**PLAINTIFF(S)**

**DEFENDANT(S)**

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

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

(NAME, ADDRESS, PHONE, EMAIL)

(NAME, ADDRESS, PHONE, EMAIL)

**STATEMENT OF CLAIM**

Plaintiff is claiming \$ \_\_\_\_\_ + Attorney Fees (if applicable) of \$ \_\_\_\_\_ + Court Costs.

EV Case Type	SC Case Types		
<input type="checkbox"/> Eviction (Attach the Lease) <ul style="list-style-type: none"> <li><input type="checkbox"/> Unit is in City of Bloomington</li> <li><input type="checkbox"/> Unit is in Monroe County (not City)</li> </ul>	<input type="checkbox"/> Damages to a rental unit (Eviction not needed; Attach the lease). <ul style="list-style-type: none"> <li><input type="checkbox"/> Unit is in City of Bloomington</li> <li><input type="checkbox"/> Unit is in Monroe County (not City)</li> </ul>	<input type="checkbox"/> Collection on an Account (Attach an Affidavit of Debt)	<input type="checkbox"/> Other (Attach any written contract)

Description:

Plaintiff Signature /s/ \_\_\_\_\_

Attorney Signature /s/ \_\_\_\_\_  
Attorney Number \_\_\_\_\_

**NOTICE OF INITIAL HEARING**

An Initial Hearing, to determine whether this claim is contested, will be heard on the \_\_\_\_\_ at \_\_\_:\_\_\_ a.m. /p.m. Whether you believe this claim to be true or untrue, you should appear in Court to protect your interests both in the amount owing and in the manner of any payments to be made. If this matter is contested and cannot be resolved at the Initial Hearing, the Court will schedule a contested trial date where more time is allowed to hear this case.

**INSTRUCTIONS TO DEFENDANT**

- **Appearance.** You may appear either yourself or by an attorney of your choosing.
- **Exhibits & Witnesses.** You should bring three (3) copies of all documents in your possession or control concerning the claim. The Judge cannot review anything on your phone. You should also bring or subpoena any necessary witnesses.
- **Uncontested Claims.** If you do not wish to dispute the claim, you may still wish to come to court to establish how the judgment shall be paid.
- **Unable to Appear.** If you are unable to appear, file a *Motion to Continue* and serve on all parties at least three days prior to the Initial Hearing.
- **Failure to Appear.** If you fail to appear at the hearing listed above, a *Default Judgment* may be entered against you.
- **Counterclaim.** If you have a claim against the Plaintiff, which arises from the same circumstances as Plaintiff's claim against you, you should file your own *Notice of Claim* immediately. Failure to file your *Notice of Claim* may result in you losing your counterclaim.
- **Right to a Jury.** You have the right to a jury trial and such right is waived unless you request a jury trial within ten (10) days after receipt of the notice of claim; that once a jury trial request has been granted, it may not be withdrawn without the consent of the other parties; and within ten (10) days after the jury trial request has been granted, the party requesting a jury trial shall pay the clerk the additional amount required by statute to transfer the claim to the plenary docket, otherwise, the party requesting a jury trial shall be deemed to have waived the request.
- **Small Claims Rules.** The *Indiana Small Claims Rules* are available online at [https://www.in.gov/judiciary/rules/small\\_claims/](https://www.in.gov/judiciary/rules/small_claims/). The *Indiana Small Claims Manual* is available in Office of the Clerk, Room 201 of the Justice Building at 301 N. College Ave, Bloomington, IN 47404.

GUARANTEED FUNDS ONLY  
NO PERSONAL CHECKS WILL BE ACCEPTED

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk, Monroe Circuit Court