

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____
Small Claims Department

Plaintiff
(Inmate SID #, if applicable, _____)
v.

Defendant
☐ Defendant is a public body

Case No: _____

**SMALL CLAIM AND
NOTICE OF SMALL CLAIM**
Filing fee at ORS 46.570

☐ Debt Buyer Initiated Action to Collect
Consumer Debt (Subject to ORS
646A.670(1) and UTCR 5.180(2))
☐ Action to Collect Consumer Debt
(Subject to UTCR 5.180(3))

PLAINTIFF (☐ Additional on attached page)

DEFENDANT (☐ Additional on attached page)

Name

Name (enter Registered Agent, if necessary, on next page)

Street

Street (do not use a P.O. Box)

City / State / Zip

City / State / Zip

Phone

County

Phone

County

➤ I need an interpreter: ☐ Spanish ☐ ASL ☐ other: _____

I, Plaintiff, claim that on or about (date) _____, the above-named defendants owed me the sum
of (or property valued at) \$ _____ because _____

_____, and this amount is still due.

I have paid (or will pay):

filing fees of \$ _____

and service costs of \$ _____

Claim	\$ _____
+ Fees	\$ _____
+ Costs	\$ _____
TOTAL	\$ _____

DECLARATION OF GOOD FAITH EFFORT

I, Plaintiff, have made a good faith effort to collect this claim from the defendants before filing this claim with the court clerk.

(Describe your efforts): _____

See the Oregon Judicial Department website for information about debt collection cases:
www.courts.oregon.gov/debtcollection

☐ I have complied with ORS 646A.670(1) and UTCR 5.180. A completed *Collection by a Debt Buyer Disclosure Statement* is attached and incorporated into this pleading as required by UTCR 5.180(2)(b)(iii).

I hereby declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use in court and I am subject to penalty for perjury.

Date

Plaintiff Signature

Email

Plaintiff Name (print)

DEFENDANT'S REGISTERED AGENT:

Name

Street (do not use a P.O. Box)

City / State / Zip

Phone

County

NOTICE TO DEFENDANT:
READ THESE PAPERS CAREFULLY!

Within **14 DAYS*** after receiving this notice you **MUST** do **ONE** of the following things in writing:

- Pay the claim plus filing fees and service expenses paid by plaintiff (send payment directly to the plaintiff, not to the court) **OR**
- Demand a hearing and pay the fee required (below) **OR**
- Demand a jury trial and pay the fee required (below). This option is available **only** if amount claimed is more than \$750.

If you fail to do one of the above within 14 DAYS* after you get this notice, the plaintiff may ask the court to enter a judgment against you. The judgment will be for the amount of the claim, plus filing fees and service costs paid by the plaintiff, plus a prevailing party fee. If you are not able to respond in time because you are in active military service of the United States, talk to a legal advisor about the Servicemembers Civil Relief Act.

COURT NAME / ADDRESS / PHONE #

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>
>

Defendant's Filing Fees (*must be filled in by the PLAINTIFF*):

- | | |
|--|----------|
| (1) To demand a hearing if the amount claimed is \$2,500 or less | \$ _____ |
| (2) To demand a hearing if the amount claimed is more than \$2,500 | \$ _____ |
| (3) To demand a jury trial (only if amount claimed is over \$750) | \$ _____ |

You can fill out and file your *Response* online at www.courts.oregon.gov/iforms. If you have questions about filing procedures, go to www.courts.oregon.gov. Or you may contact the court clerk. The clerk *cannot* give you legal advice about the claim.

***NOTE:** If the plaintiff is an adult in custody (ORS 30.642) AND the defendant is a government agency or other public body (ORS 30.260), the defendant must respond within **30 days** after receiving this Notice.