

ASHTABULA MUNICIPAL COURT  
CIVIL DIVISION  
110 WEST 44<sup>th</sup> STREET  
ASHTABULA, OH 44004  
(440) 992-7149

### **SMALL CLAIMS GUIDELINES**

- You do not need an attorney to file a small claims case; however, if you do not retain one, you assume ALL RESPONSIBILITY of the filing of your claim. Corporations, Limited Liability Companies (LLC's), and Trusts must be represented by an attorney. A person is not permitted to use a power of attorney to represent another person in Court. For questions about legally filing and pursuing a small claims action, consult with an attorney.
- The small claims limit is \$6,000.
- You can obtain the Small Claims Complaint form at a legal supply store, law library or online at [www.ashtabulamunicourt.com](http://www.ashtabulamunicourt.com)
- Complaint should be filled out clearly and legibly with complete and accurate information.
- The Complaint must be signed before a Notary Public or a Deputy Clerk of Municipal Court.
- A filing fee of \$90.00 is required at the time of filing. \$10 for each additional defendant.
- Please provide the complete names and addresses of all defendants and:
  - Proof of your small claim
  - Paid receipts
  - Written estimates of damages or loss should reflect the amount you are asking in your claim. (Although this information is not needed at the time of filing, please come prepared with documentation which will be presented to the Magistrate or Judge at the hearing).
- The hearing will be scheduled within 45 days of the filing. Defendants will be notified by certified mail. If service is not perfected, it is Plaintiff's responsibility to notify the court on how to proceed.

**PLEASE NOTE:**

**COURT EMPLOYEES ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE.** If you have any additional concerns or questions, you should consult an attorney. If you cannot afford an attorney, you can contact Legal Aid Society of Cleveland.

\*\*The above information is subject to change at court's discretion at any time without notice.