

**In the Justice Court of The State of Oregon  
For the County of Morrow  
Small Claims Department**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Plaintiff  
 (Inmate SID #, if applicable, \_\_\_\_\_)  
 v.

Case No: \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_ Defendant  
 Defendant is a public body

- Subject to UTCR 5.180(3)  
 Subject to ORS 646A.670(1) and UTCR 5.180(2)

**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	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

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## 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): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this case is subject to ORS 646A.670(1) (see the box at the top of page 1)  
See the Oregon Judicial Department website for information about debt collection cases:  
[www.courts.oregon.gov/debtcollection](http://www.courts.oregon.gov/debtcollection)

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

\_\_\_\_\_

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 #**

- > Morrow County Justice Court
- > PO Box 130
- > Irrigon, OR 97844
- 541-922-4082

**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* with the Morrow County Justice Court, 215 N. Main Street, PO Box 130, Irrigon, OR 97844.

If you have questions about filing procedures, go to [www.courts.oregon.gov](http://www.courts.oregon.gov). Or you may contact the court clerk.

**The clerk cannot give you legal advice about the claim.**

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**\*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.