

# AKRON MUNICIPAL COURT SMALL CLAIMS PROCEDURES

Please Fill In: Form titled "Akron Municipal Court Small Claims"  
(PRINT) with the Plaintiff's name, address and telephone number;  
the Defendant's name, address and phone number;  
What the plaintiff alleges and the sum you are suing for  
Followed by a brief statement of why you are suing

In the section marked "Affadavit of Complaint's Claim"  
Print your name and date and then sign your name where  
it's marked signature.....**This must be done in front of  
a notary**

Filing Fees: \$120.00 for first defendant  
\$20.00 for each additional defendant  
\$20.00 for bailiff service within Summit County

MAKE CHECKS PAYABLE TO:  
AKRON MUNICIPAL COURT

Mail Forms To: Akron Municipal Court  
Sandra Kurt, Clerk of Courts  
172 S. BROADWAY STREET  
SUITE #100  
Akron, OH 44308-1694