

## SC AFFIDAVIT SAMPLE

### SMALL CLAIMS PROCEDURES/FED INFORMATION

YOU MUST APPEAR IN COURT ON YOUR COURT DATE, WHETHER YOU HAVE SERVICE OR NOT.

**I** The docket will be called at 9:00 a.m. for small affidavits and 10:00 a.m. for evictions. When your name is called, please inform the Judge that you are here and whether you are the plaintiff or the defendant.

- A. If the plaintiff is present and there is good service, but the defendant does not appear, the Judge will decide the case.
- B. If the plaintiff is present and there is not good service, the plaintiff must go to the Court Clerk's office to file an Alias Affidavit (FED) and the clerk will give you a minute order with signature for authorization to issue an alias, if the plaintiff wishes to continue with the lawsuit.
- C. If the plaintiff is not present, but the defendant is present, the case may be dismissed.
- D. If neither the plaintiff nor the defendant appears, the case could be stricken or dismissed, depending on service.

**2.** Good service means that the affidavit or summons has been delivered to the defendant according to the requirements of the law. Unless these requirements are met, the law does not permit the Judge to give the plaintiff judgment. This is true even if the defendant knows the date and time of the hearing.

**3.** After the docket has been called, there will be a recess for the Judge to sign the Journal Entries (judgments) for those who have received judgment,

- A. Journal Entries must be checked by the bailiff or clerk before presentation to the Judge for signature.
- B. The clerk will prepare the Journal Entries for those who need them after the Judge signs pre-prepared judgments.
- C. When the Journal Entry is presented to the Judge, he/she will determine the right to recover. Please have ready any promissory notes, repair estimates or other documents for the Judge to inspect.
- D. After the Judge has signed the Journal Entry, take it to the Court Clerk's office (fourth floor room 409) to file it.

**4.** Agreed Journal Entry

- A. During the recess, the plaintiff and defendant may reach an agreement.
- B. If the parties reach an agreement, then the defendant and plaintiff both sign the Journal Entry. The Journal Entry must show the amount owed.
- C. The defendant leaves after signing Entry and the plaintiff may present it to the Court for signature. The plaintiff will then file journal entry.

**5.** All Journal Entries must be signed on the day they are heard in court unless specific permission is obtained from the Judge.

**6.** After the recess to sign Journal Entries, the contested cases will be heard. Both parties to the lawsuit are expected to present all witnesses and evidence at that time

**7.** When the Judge makes a decision, the court will award court costs and attorney fees, if applicable. The Judge cannot help collect the judgment. For advice on how to collect the judgment, consult an attorney

BE SURE TO SIGN YOUR NAME IN FRONT OF THE CLERK

### NOTICE

RE: Alias Affidavit –Small Claims

Alias Summons-Forcible Entry and Detainer (F.E.D.)

Your case may be dismissed unless you immediately notify the Clerk for the Judge assigned to your case that the hearing has been rescheduled. Take a copy of the filed alias affidavit or alias summons to the Judge's office after you leave the counter. Inform the clerk of the original hearing date the rescheduled date. Show the document to the clerk to confirm the new hearing date. All Alias need to have an authorization by the Judge's Chambers this is given to plaintiff by Court Room Clerk

## SMALL CLAIMS /FED INFORMATION

Small Claims suits may be brought for amounts in controversy not exceeding \$10,000.00

Forms to initiate a Small Claims or FED action are available in the Court Clerk's office. You will need to provide the correct name and address for service on the defendant. You must complete the required forms and designate the type of service.

### Small Claims filing fees are:

\$219.14 for a claim from 5000.00 to \$10,000.00, plus service.

\$58.00 for a claim from \$1 to 5,000.00, plus service.

### FED filing fees are:

\$154.14 for a claim from 5000.00 to \$10,000.00, plus service.

\$58.00 for a claim from \$1 to 5,000.00, plus service.

### Service Fees

Service by certified mail is \$10.00, or \$11.41 for Small claims affidavits, if defendant is an individual and the Court Clerk does the Mailing

Service by sheriff is \$50.00.

Private Process servers set their own rates

**FILING FEES ARE TO BE PAID AT THE TIME OF FILING.**

Affidavits are set for hearing approximately 4 to 6 weeks after the case is filed.

Evictions are set for hearing approximately 8 days after the case is filed.

The Court Clerk's office is located at 320 Robert S. Kerr Avenue, 4th floor, room 409. Our office is open from 8 a.m. to 5 p.m., Monday through Friday, except on legal holidays.

Edmond Office-Monday through Friday from 8:00 am until 5:00 pm at 28 East Main, Edmond, Oklahoma (closed from 12-1 for lunch)

IN THE DISTRICT COURT, COUNTY OF OKLAHOMA, STATE OF OKLAHOMA

YOUR NAME (INDIVIDUAL AND/OR COMPANY NAME)

Plaintiff

YOUR ADDRESS (INCLUDE STREET, CITY, STATE & ZIP CODE)

Address

YOUR TELEPHONE NUMBER

Phone

Small Claims No. \_\_\_\_\_

VS.

THE PERSON (S) AND/OR BUSINESS YOU ARE SUEING

Defendant

**AFFIDAVIT**

STATE OF OKLAHOMA    }  
                                      }  
COUNTY OF OKLAHOMA   }

SS.

YOUR NAME

Being duly sworn, deposes and says:

That the Defendant resides at DEFENDANT'S ADDRESS (INCLUDE STREET, CITY, STATE & ZIP CODE )

In the above names county, and that the mailing address of the defendant is DEFENDANT'S ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE)

That the defendant is indebted to the plaintiff in the sum of \$ AMOUNT for THE REASON YOU ARE SUING

that the plaintiff has demanded payment of the said sum, but the defendant refused to pay the same and no part of the amount sued for has been paid.

OR

That the defendant is wrongfully in possession of certain personal property described as FILL OUT ONLY IF WANTING PROPERTY BACK

that the value of said property is \$ \_\_\_\_\_, that the plaintiff is entitled to possession thereof and has demanded that the defendant relinquish possession of said personal property, but that defendant wholly refuses to do so.

**THE PLAINTIFF ACKNOWLEDGES HE/SHE IS DISCLAIMING A RIGHT TO A TRIAL BY JURY ON THE MERITS OF THE CASE**

X SIGN IN FRONT OF NOTARY OR COURT CLERK

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires \_\_\_\_\_

RICK WARREN, COURT CLERK

By \_\_\_\_\_  
Deputy or Judge –Notary Public

ORDER

The people of the State of Oklahoma, to the within –named defendant:

You are hereby directed to appear and answer the foregoing claim and have with you all books, papers and witnesses needed by you to establish your defense to said claim.

This matter shall be heard at the Oklahoma County Court House, 321 Park Avenue, in Oklahoma City, Oklahoma County.

State of Oklahoma, at the hour of HOOR o'clock of the DAY day of MONTH, 20 YEAR. And you are further notified that in case you do not appear, judgment will be given against you as follows; for the amount of said claim as it is stated in Said affidavit, or for the possession of the personal property described in said affidavit. And, in addition, for costs of the action (including attorney Fees where provided by law) including costs of service of the order

WHITE-COURT CLERK'S OFFICE  
YELLOW-SERVICE COPY  
PINK-RETURN OF SERVICE COPY  
GOLD-PLAINTIFF'S COPY

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
RICK WARREN, COURT CLERK

BY: \_\_\_\_\_  
Deputy or Judge-Notary Public