

IN THE DISTRICT COURT OF POTTAWATOMIE COUNTY STATE OF OKLAHOMA

Plaintiff(s)
vs. _____
Defendant(s) } SC - _____

STATE OF OKLAHOMA }
POTTAWATOMIE COUNTY } ss.

SMALL CLAIM AFFIDAVIT

_____, being duly sworn, deposes and says that the
defendant(s) reside(s) in _____ County, Oklahoma, and has a mailing address of _____

That the defendant is indebted to the plaintiff in the sum of \$ _____ for _____

and if a defendant does not reside in Pottawatomie County, that the debt was contracted or the instrument of indebtedness was given
in Pottawatomie County, that plaintiff has demanded payment of the sum, that the defendant refused to pay the same and no part of the
amount sued for has been paid,

And that the defendant is wrongfully in possession of certain personal property described as _____

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

_____, Plaintiff

Address: _____

Telephone No.: _____

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

VALERIE UELTZEN, COURT CLERK

(SEAL)

By: _____ Deputy
or Notary Public or Judge

ORDER

The State of Oklahoma, to the within named defendant(s):

You are hereby directed to pay the above claim and/or relinquish the property described above to the plaintiff or appear and answer
the foregoing claim and to have with you all books, papers and witnesses needed by you to establish your defense to the claim.

This matter shall be heard at the County Courthouse, Courtroom No. 3, in the City of Shawnee, County of Pottawatomie, State of
Oklahoma, at the hour of _____ o'clock _____.m., on the _____ day of _____, 20 _____. You are further
notified that in case you do not so appear judgment will be given against you as follows:

Plaintiff is disclaiming a right to a trial by jury on the merits of the case.

For the amount of the claim as it is stated in the affidavit, or for possession of the personal property described in the affidavit.

And in addition, for costs of the action (including attorney fees when specified above and authorized by law), including costs of service
of the order.

Dated this _____ day of _____, 20 _____.

VALERIE UELTZEN, COURT CLERK

(SEAL)

By: _____, Deputy

PROOF OF SERVICE

I received the foregoing:

- ☐ Affidavit/Order
☐ Affidavit/Summons
☐ Notice, titled _____

on the _____ day of _____, 20____ and executed the same in the following manner:

_____ Individual was NOT LOCATED.

_____ Personally Served to _____
at _____

_____ Served at usual place of residence by leaving with a person over the age of 15 years (_____)
who also resides at that residence.

_____ Served registered service agent _____

On the _____ day of _____, 20____ @ _____ (time)

Fee: \$ _____

Mileage: _____

Total: \$ _____

Dated this _____ day of _____, 20____.

Sheriff's Deputy / Special Process Server

SMALL CLAIMS HEARING: FINDINGS AND ORDERS: Date _____

Appearance: Here _____ Not Here _____ Service _____
good // bad

Atty?

Action: ☐ Continued to _____
☐ Dismissed - motion of _____ no prejudice
☐ Judgment for _____ for \$ _____ + possession
+ costs + atty fee of \$ _____

Evidence Heard: _____ UCCC ? _____