

PORTSMOUTH MUNICIPAL COURT

728 Second Street
Portsmouth, Ohio 45662
(740) 354-3283

SMALL CLAIMS FILING FEES ARE AS FOLLOWS:

One Defendant: \$95.00
Two Defendants: \$102.00

Each Additional Defendant/Address: \$7.00
(Make your check payable to PORTSMOUTH MUNICIPAL COURT)

ALL FILINGS MUST BE SUBMITTED IN DUPLICATE

The original is required by the Court. You must also furnish one copy for EACH defendant. If you want a copy for your records, you must also provide it.

You can claim up to \$6,000.00 in Small Claims Court.
Counterclaims cannot exceed \$6,000.00

***ANY REQUEST FOR DISMISSALS OR CONTINUANCES
MUST BE RECEIVED IN WRITING PRIOR TO HEARING
DATE**

If you wish to introduce exhibits at the hearing, you must provide a copy for the Court and a copy for the defendant.
NO COPIES WILL BE MADE AT THE HEARING

If you intend to file an objection to the Magistrate's decision after judgment is granted, you may be required to deposit \$25.00 for a transcript of the proceedings. If you file an objection, you are required to serve a copy on Defendant or on Defendant's attorney.

***CORPORATIONS MUST BE REPRESENTED BY AN ATTORNEY
AT THE HEARING**