

**Miami County Municipal Court
201 West Main Street, 2nd Floor
Troy, OH 45373
(937)440-3919**

**Elizabeth S. Gutmann
Judge**

**Gary E. Zuhl
Magistrate**

**Gary A. Nasal
Judge**

**Jan A. Mottinger
Clerk of Court**

Instructions for filing Small Claims

1. Fill out complaint form in full – Print – complaint must be either notarized or signed before a Deputy Clerk in our Court. The limit in Small Claims is up to **\$6,000.00**.
2. We need enough copies of the complaint and ALL exhibits when the complaint is filed. One set for the Court and a set for each person you are suing. If we have to make copies for you. There will be a \$0.05 charge for each page.
3. Filing Fee is **\$75.00** we accept cash, money order for personal check if the address on the check is in Miami County, Ohio.
4. Once we receive all the copies and filing fee, we will set your case for a hearing in four (4) to six (6) weeks. All hearings are on Wednesdays at 1:30 pm, in the large courtroom on the 3rd floor of the Old Court House building.
5. When you come to file, you must be here by **3:00pm**
6. All of our forms are online at:
<http://oh-Miamicounty.civicplus.com/index.aspx?NID=423>