



Stow Municipal Court
4400 Courthouse Drive
Stow, Ohio 44224
(330) 564-4110

Diana Colavecchio
Clerk of Courts

SMALL CLAIMS INFORMATION

1. You may sue up to \$6,000.00 in Small Claims Court.
2. The defendant, the party you are suing, must live in our court jurisdiction (listed below) or the transaction must have occurred in our jurisdiction. You can call this office to verify this information prior to filing.
3. All corporation, limited liability companies, and limited liability partnerships may file and represent themselves in court. All collection procedures thereafter must be filed by an attorney.
4. Complete the **Small Claims Complaint**. **Your signature must be notarized.**
5. A fee is required at the time of filing your small claim. The filing fee is \$107.00 for one defendant and \$12.00 for each additional defendant. Make check or money order payable to Stow Municipal Court.
6. Counter Claims must be filed no later than 7 days prior to trial.

PLEASE CONTACT THE SMALL CLAIMS DIVISION ONE DAY PRIOR TO YOUR COURT DATE TO MAKE SURE YOUR CASE IS GOING FORWARD.

SMALL CLAIMS FEE SCHEDULE

Original filing with certified mail service on one defendant	\$ 107.00
Each additional defendant.....	\$ 12.00
Alias summons by certified mail (each defendant)	\$ 12.00
Alias summons by regular mail (each defendant)	\$ 10.00
Personal or residential service (each defendant)	\$ 25.00
Amended complaint / Counter Claim.....	\$ 15.00
Objection to Magistrate’s Decision	\$ 50.00
Transfer of Small Claims to regular docket	\$ 100.00
Debtor Disclosure Form	\$ 15.00
Garnishment.....	\$ 60.00
Bank Attachment.....	\$ 31.00
Transcript of Proceedings (Audio) - Request 24 hours prior to trial.....	\$ 25.00