

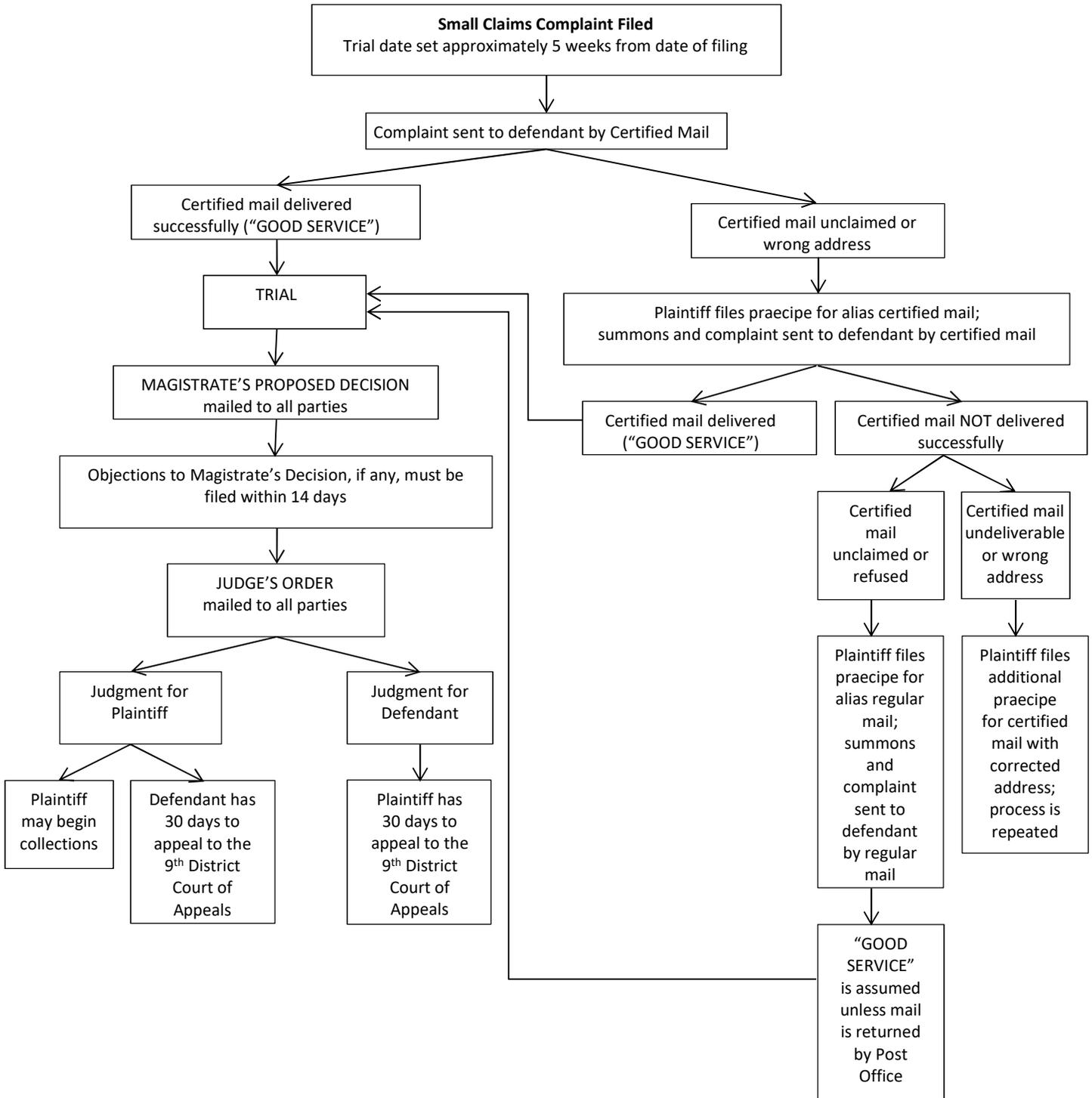


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SMALL CLAIMS PROCESS





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SMALL CLAIMS GLOSSARY

Alias service – a second (or third) attempt at service when the previous attempt was unsuccessful

Certificate of service – the section of a pleading or motion that serves as proof that the party filing the document has sent a copy of the document to the opposing party

Defendant – the party against whom an action is brought

Dormant judgment – a judgment that has not been satisfied, but has had no legal collection efforts for a period of five years

Garnishee – a third party, usually an employer, who is served notice by a court to surrender money in settlement of a debt or claim

Garnishor – a creditor who brings a garnishment proceeding

Judgment creditor – a party to which a debt is owed that has proved the debt in a legal proceeding and that is entitled to use judicial process to collect the debt

Magistrate's decision – a decision in a case that is signed by a magistrate and is subject to final review by a judge

Order – the formal written judgment of a judge or magistrate, as the record of the court's decision in a disputed matter

Plaintiff – the party who institutes a legal action

Praecipe – a written request for an action from a party to a clerk of a court

Pro se – a practice where individuals represent themselves in court without an attorney

Service (also referred to as "good" service) – the delivery of a summons and complaint, or other legal documents, to the person required to respond to them, in accordance with the requirements of the Ohio Rules of Civil Procedure