

The Defendant must provide the Court and the Plaintiff with a written copy of any counterclaim arising out of the Plaintiff's claim at least seven (7) calendar days before the trial. If the Plaintiff or Defendant is a corporation, it must be represented by a lawyer, however, either the Plaintiff or Defendant may represent themselves individually or be represented by a lawyer. Trial by jury may be requested by Defendant within ten (10) days after receipt of the notice of claim, and that once a jury trial request has been granted; it may not be withdrawn without the consent of the other party or parties; and within ten (10) days after the jury trial request has been granted, the party requesting a jury trial shall pay the Clerk the additional amount required by statute to transfer this claim to the plenary docket; otherwise, the party requesting a jury trial shall be deemed to have waived the request.

RETURN OF NOTICE OF CLAIM

This Notice of Claim came to hand on the _____ day of _____, 20____, and served the same on the _____ day of _____, 20____.

1. By delivering a copy of Notice of Claim .

2. By delivering a copy of Notice of Claim personally to _____

3. By leaving a copy of the Notice of Claim at _____ (address)

4. By leaving a copy of the Notice of Claim at _____

5. The dwelling or usual place of abode of defendant; (name of person) _____

6. By serving his agent as provided by rule, statute or valid agreement, to wit: _____

7. Defendant cannot be found in my bailwick and Notice of Claim was not served.

And I now return this _____ day of _____, 20____.

Sheriff of _____ County