

WASHINGTON COUNTY DISTRICT COURT, ELKINS DEPARTMENT  
COMPLAINT \_\_\_\_\_ Small Claims Division \_\_\_\_\_ Civil Division

Plaintiff \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

vs. Case Number \_\_\_\_\_

Defendant \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Nature of Claim: \_\_\_\_\_  
Amount of Relief Claimed: \_\_\_\_\_  
Date Claim Arose: \_\_\_\_\_  
Factual Basis of Claim: \_\_\_\_\_  
Plaintiff's Attorney, if any (Civil Only), and Address: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Plaintiff or Attorney (Civil Only))

**NOTICE TO DEFENDANT**

You are hereby warned to file a written answer with the clerk of the court within 30 days after the date you receive this complaint and to send a copy to the plaintiff or to his/her attorney. If you do not file an answer within 30 days or if you fail to file an answer, a default judgment may be entered against you.

\_\_\_\_\_  
(Signature of Clerk or Judge)

**PROOF OF SERVICE**

State of Arkansas  
City of Elkins

I, \_\_\_\_\_, hereby certify that I served the within complaint on the defendant,  
\_\_\_\_\_, at \_\_\_\_\_ 'clock \_\_ m. on \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
(Signature and office, if any)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20. [To be completed if service is by someone other than sheriff or constable.]

\_\_\_\_\_  
Notary Public or Court Clerk

My commission expires: