

Appendix C: The Complaint for Money Damages

THE COMPLAINT FOR MONEY DAMAGES

1. The Plaintiff should leave this blank, the Clerk will stamp the assigned case number.
2. The Plaintiff must state the amount of money claimed.
3. The Plaintiff must state the names of all plaintiffs.
4. The Plaintiff must state the names of all defendants.
5. The Plaintiff must state the amount of money claimed (the same figure as in #2)
6. The Plaintiff must briefly state the basis for the claim. The purpose for this is to give the defendant and the Court an idea of what the case is about. Remember, the plaintiff must ask for all relief desired in the complaint. If an item is omitted, it is likely that the plaintiff will be unable to recover that item.
7. The Plaintiff must sign here.
8. The Plaintiff should leave this blank; it will be filled in by the clerk.
9. The Plaintiff's full address and telephone number must be stated.
10. The Defendant's full address and telephone number must be stated.
11. The Plaintiff must state the date.
12. The Plaintiff must sign here.

NOTE: If the Plaintiff's claim arises out of a contract, the Plaintiff should attach a copy of the contract to each copy of the complaint.

In a case where the amount of the money claimed exceeds \$10,000.00 the Plaintiff is advised to draft his/her own complaint rather than using this form. The Plaintiff may wish to retain an attorney to draft the complaint. If the Plaintiff wishes to draft the complaint, Callaghans Civil Practice Forms and Nichols Civil Practice with Forms may be helpful.

Sets of both form books are located in the Kane County Law Library located at the Judicial Center, 37W777 Route 38, in St. Charles, Illinois.

**IN THE CIRCUIT COURT OF THE SIXTEENTH JUDICIAL CIRCUIT
KANE COUNTY, ILLINOIS**

Case No. _____ ①

Amount Claimed _____ ②

③	④	
Plaintiff/Petitioner	Defendant/Respondent	File Stamp

SMALL CLAIMS COMPLAINT

I, the undersigned, claim that the defendant is indebted to the plaintiff in the sum of _____ ⑤ plus costs
 plus attorney's fees for: (The Nature of the Plaintiff's Claim, Giving Dates and other relevant information):

⑥

and that the plaintiff has demanded payment of said sum; that the defendant refused to pay the same and no part thereof has been paid.

AFFIDAVIT

_____ on oath states that the allegations in this complaint are true.

Subscribed and Sworn to before me on _____ (Date)
_____ ⑧
Notary Public

_____ ⑦
Signature

Plaintiff Resides At: ⑨
Name: _____
Address: _____
City, State, Zip: _____
Phone: _____

Defendant Resides At: ⑩
(Give residential address - not service instructions)
Name: _____
Address: _____
City, State, Zip: _____
Phone: _____

Date: _____ ⑪ Signature of Plaintiff: _____ ⑫