

### INSTRUCTION FORM EXAMS

STATE OF OHIO )  
 ) SS.  
 COUNTY )

**IN THE BEREA MUNICIPAL COURT**

Case No. \_\_\_\_\_ (1) \_\_\_\_\_

Call Day/Time \_\_\_\_\_ (2) \_\_\_\_\_

- 1. Case Number \_\_\_\_\_ (3) \_\_\_\_\_
- 2. Leave Blank \_\_\_\_\_ (3) \_\_\_\_\_
- 3. Plaintiff(s) Name & Address \_\_\_\_\_ (3) \_\_\_\_\_  
Plaintiff(s)
- 4. Defendant Name & Address \_\_\_\_\_  
- vs -
- 5. Defendant Name \_\_\_\_\_ (4) \_\_\_\_\_
- 6. Leave Blank \_\_\_\_\_ (4) \_\_\_\_\_
- 7. Leave Blank \_\_\_\_\_ (4) \_\_\_\_\_
- 8. Leave Blank \_\_\_\_\_
- 9. Leave Blank \_\_\_\_\_
- 10. Leave Blank \_\_\_\_\_
- 11. Leave Blank \_\_\_\_\_
- 12. Leave Blank \_\_\_\_\_
- 13. Leave Blank \_\_\_\_\_
- 14. Leave Blank \_\_\_\_\_
- 15. Plaintiff(s) Name \_\_\_\_\_
- 16. Judgment DAY \_\_\_\_\_
- 17. Judgment MONTH \_\_\_\_\_
- 18. Judgment YEAR \_\_\_\_\_
- 19. Defendant Name \_\_\_\_\_
- 20. Amount of Judgment \_\_\_\_\_
- 21. Amount of Interest \_\_\_\_\_
- 22. Amount of Costs \_\_\_\_\_
- 23. Amount of Judgment PAID \_\_\_\_\_
- 24. Balance of Judgment OWING \_\_\_\_\_
- 25. Notarized Signature by Notary or Dep Cl \_\_\_\_\_
- 26. Leave Blank \_\_\_\_\_
- 27. Leave Blank \_\_\_\_\_
- 28. Leave Blank \_\_\_\_\_
- 29. Leave Blank \_\_\_\_\_
- 30. Leave Blank \_\_\_\_\_

### **SUMMONS** ORDER TO APPEAR BEFORE THE COURT FOR EXAMINATION IN AID OF EXECUTION OF JUDGMENT

WHEREAS, the following Affidavit has been filed with this Court it is ordered that \_\_\_\_\_ (5) \_\_\_\_\_  
\_\_\_\_\_ (6) \_\_\_\_\_ be and appear in **The Berea Municipal Court**  
on the \_\_\_\_\_ (7) \_\_\_\_\_ day of \_\_\_\_\_ (8) \_\_\_\_\_, 20 \_\_\_\_ (9) \_\_\_\_ at \_\_\_\_ (10) \_\_\_\_ A.M., then and there to make answer  
to all such questions as may be put to him under oath, pertinent to Aid in Execution referred to in said Affidavit. Failure to  
appear may cause contempt of court citation to issue.

IN WITNESS WHEREOF, I hereunto set my hand this \_\_\_\_ (11) \_\_\_\_ day of \_\_\_\_\_ (12) \_\_\_\_\_, 20 \_\_\_\_ (13) \_\_\_\_.  
\_\_\_\_\_  
Judge

#### **AFFIDAVIT IN AID OF EXECUTION**

Before me, the undersigned Notary Public/Deputy Clerk of **The Berea Municipal Court** personally appeared \_\_\_\_ (15) \_\_\_\_\_  
\_\_\_\_\_ who, being duly sworn,  
says that he is the attorney/plaintiff herein, and that said plaintiff did on the \_\_\_\_\_ (16) \_\_\_\_\_  
day of \_\_\_\_\_ (17) \_\_\_\_\_, 20 \_\_\_\_ (18) \_\_\_\_, duly recovered judgment in **The Berea Municipal Court** against  
the defendant(s) \_\_\_\_\_ (19) \_\_\_\_\_ in the sum of \$ \_\_\_\_ (20) \_\_\_\_\_ together  
with interest to date thereon in the sum of \$ \_\_\_\_ (21) \_\_\_\_\_ and for court costs in the sum of \$ \_\_\_\_ (22) \_\_\_\_\_,  
there taxed. Affiant further states that judgment, interest, and costs are partially or wholly unpaid. The sum of \$ \_\_\_\_ (23) \_\_\_\_  
have been paid to date, leaving a balance of \$ \_\_\_\_ (24) \_\_\_\_\_ still due and owing.

**AFFIANT FURTHER STATES** that he has good reason to believe and does believe that judgment has money or property  
which he unjustly refuses to apply toward satisfaction of said judgment; that said money or property is not exempt from  
execution, attachment or sale to satisfy a judgment or order under the law of the State of Ohio.

\_\_\_\_\_  
Affiant  
Sworn to and subscribed before me by the said \_\_\_\_\_ (26) \_\_\_\_\_ on this  
\_\_\_\_ (27) \_\_\_\_\_ day of \_\_\_\_\_ (28) \_\_\_\_\_, 20 \_\_\_\_ (29) \_\_\_\_.  
\_\_\_\_\_  
Notary Public/Deputy Clerk

**BEREA MUNICIPAL COURT**  
11 Berea Commons, Berea, Ohio 44017 • (440) 826-5860

#### **REQUIRED TO FILE:**

**One original and three copies of the SUMMONS and ORDER TO APPEAR filled out completely – MUST BE TYPED.**

Filing Fee: \$50.00 (In Jurisdiction) \$60.00 (Outside of Jurisdiction) ONE DEFENDANT ONLY