

Small Claims Form 3.1: *Original Notice and Petition for a Money Judgment*

In the Iowa District Court for \_\_\_\_\_ County

Plaintiff(s) _____ (Name) _____ (Address) _____ (Name) _____ (Address)	vs.	Defendant(s) _____ (Name) _____ (Address) _____ (Name) _____ (Address)

**Original Notice and Petition  
for a Money Judgment**

If you need assistance to participate in court due to a disability, call the disability coordinator (information at <https://www.iowacourts.gov/for-the-public/ada/>). Persons who are hearing or speech impaired may call Relay Iowa TTY (1-800-735-2942). **Disability coordinators cannot provide legal advice.**

To Defendant(s):

1. **You are notified** that Plaintiff(s) demand(s) from you the amount of \$ \_\_\_\_\_ plus court costs based on (state briefly the basis for the demand, not to exceed \$6500):

2. **Judgment may be entered against you unless** you file an Appearance and Answer within **20 days** of the service of the Original Notice upon you. Judgment may include the amount requested plus interest and court costs.

3. You must electronically file the Appearance and Answer using the Iowa Judicial Branch Electronic Document Management System (EDMS) at <https://www.iowacourts.state.ia.us/EFile>, unless you obtain from the court an exemption from electronic filing requirements.

4. If your Appearance and Answer is filed within **20 days** and you deny the claim, you will receive electronic notification through EDMS of the place and time of the hearing on this matter.

5. If you electronically file, EDMS will serve a copy of the Appearance and Answer on Plaintiff(s) or on the attorney(s) for Plaintiff(s). The Notice of Electronic Filing will indicate if Plaintiff(s) is (are) exempt from electronic filing, and if you must mail a copy of your Appearance and Answer to Plaintiff(s).

6. You must also notify the clerk's office of any address change.

**Continued on next page**

/s/ \_\_\_\_\_  
Filing Plaintiff or Attorney

\_\_\_\_\_  
Law firm, or entity for which filing is made, if applicable

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Additional email address, if applicable

/s/ \_\_\_\_\_  
Second Plaintiff, if applicable

\_\_\_\_\_  
Law firm, or entity for which filing is made, if applicable

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Additional email address, if applicable

Small Claims Form 3.1, page 2 of 3\*

\*Upon electronic filing, a clerk's signature page will be attached to this document as page 3.