

IN THE DISTRICT COURT OF GARFIELD COUNTY  
STATE OF OKLAHOMA

\_\_\_\_\_  
Plaintiff  
vs. Small Claims No. \_\_\_\_\_  
\_\_\_\_\_  
Defendant

STATE OF OKLAHOMA )  
  ) ss:  
COUNTY OF GARFIELD )

**AFFIDAVIT**

\_\_\_\_\_, being duly sworn, deposes and says:

The Defendant resides at \_\_\_\_\_ in the above and named county,  
and the Defendant’s mailing address is \_\_\_\_\_.  
The Defendant is indebted to the Plaintiff in the sum of \$ \_\_\_\_\_ for rent and for the  
further sum of \$ \_\_\_\_\_ for damages to the premises rent by the Defendant; the Plaintiff has demanded  
payment of said sum(s) but the Defendant refused to pay the same and no part of the amount sued for  
has been paid, and/or the Defendant is wrongfully in possession of certain real property described as  
\_\_\_\_\_ the Plaintiff is entitled to possession  
thereof and has made demand on the Defendant to vacate the premises, but the Defendant refused to  
do so.

\_\_\_\_\_  
Plaintiff

Suscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

JANELLE M. SHARP, COURT CLERK

By \_\_\_\_\_  
Notary Public/Deputy Court Clerk

**SUMMONS**

The State of Oklahoma, to the within named Defendant:

You are hereby directed to relinquish immediately to the Plaintiff herein total possession of the real  
property described as: \_\_\_\_\_  
or to appear and show cause why you should be permitted to retain control and possession thereof.

This matter shall be heard at 114 West Broadway, Enid, Garfield County, State of Oklahoma at the hour  
of \_\_\_\_\_ o’clock on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, or at the  
same time and place three (3) days after service hereof, whichever is the latter. (This date shall be not less  
than five (5) days nor more than ten (10) days from the date summons is issued). You are further notified  
that if you do not appear on the date show, judgment will be given against you as follows:

For the amount of the claim for deficient rent and/or damages to the premises, as it is stated in the  
affidavit of the Plaintiff and for possession of the real property described in said affidavit, whereupon a  
writ of assistance shall be issued directing the sheriff to remove you from said premises and take  
possession thereof. In addition, a judgment for costs of the action, including attorney’s fees and other  
costs, may also be given.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

JANELLE M. SHARP, COURT CLERK

By \_\_\_\_\_  
Deputy Court Clerk

**RETURN OF SERVICE BY SHERIFF**

I certify that I received the foregoing summons on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and that I delivered a copy of said summons with a copy of the petition attached to each of the following named Defendants personally in \_\_\_\_\_ county at the address and on the date set forth opposite each name, to-wit:

| Name of Defendant | Address | Date of Service |
|-------------------|---------|-----------------|
| _____             | _____   | _____           |
| _____             | _____   | _____           |

I certify that on \_\_\_\_\_ I served \_\_\_\_\_ by leaving a copy of said summons with a copy of the petition attached at:

\_\_\_\_\_ which is his usual place of residence, with  
(street address and city where summons left)

\_\_\_\_\_, which is a member of his family over fifteen (15) years of age.

Fee for Service \$ \_\_\_\_\_  
Mileage \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

Dated on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Sheriff of Garfield County, Oklahoma

\_\_\_\_\_  
Deputy Sheriff

**CERTIFICATE OF SERVICE BY MAIL**

I certify that I mailed copies of the foregoing summons with a copy of the petition attached to the following named Defendants at the address shown by certified mail, addressee only, return receipt requested, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and receipt thereof on the dates shown:

| Name of Defendant | Address | Date Received |
|-------------------|---------|---------------|
| _____             | _____   | _____         |
| _____             | _____   | _____         |
| _____             | _____   | _____         |

JANELLE M. SHARP, COURT CLERK

By \_\_\_\_\_  
Deputy Court Clerk

STATE OF OKLAHOMA     )  
  ) ss:  
COUNTY OF GARFIELD    )

**SHERIFF'S RETURN OF CORPORATE SERVICE**

Received this writ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ o'clock and served same on \_\_\_\_\_ Defendant, by delivering a copy with all endorsements thereon, duly certified by me to be a true copy thereof to \_\_\_\_\_ in GARFIELD COUNTY on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ he being \_\_\_\_\_ of the Defendant corporation in Garfield County, Oklahoma, "no person being by said Defendant corporation designated in said County upon whom summons can be served," and the President, Chairman and Board of Directors or Trustees, or other officer, Cashier, Treasurer, Secretary or Managing Agent of said Defendant corporation not being found in said County.

\_\_\_\_\_  
Sheriff of Garfield County, Oklahoma

by \_\_\_\_\_  
Deputy Sheriff