

**COURT OF COMMON PLEAS  
GENERAL DIVISION  
CUYAHOGA COUNTY, OHIO**

\_\_\_\_\_  
Plaintiff

CASE NO. \_\_\_\_\_

JUDGE \_\_\_\_\_

vs.

**ANSWER**

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Address

**JURY TRIAL DEMAND**     Yes

\_\_\_\_\_  
City, State, Zip Code

Defendant(s) \_\_\_\_\_ hereby answers Plaintiff's  
[Defendant's name]

Complaint as follows:

\_\_\_\_\_  
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**WHEREFORE**, Defendant asks that Plaintiff's Complaint be dismissed, and that s/he be awarded such other relief as the Court finds fair, just and equitable, including the cost of this action to be paid by Plaintiff.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Daytime telephone number]

Certificate of Service

A copy of the foregoing Answer has been sent by regular U.S. Mail to the following parties or their counsel of record:

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Address]

\_\_\_\_\_  
[Address]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Signature of Defendant]

\_\_\_\_\_  
[Printed name of Defendant]

\_\_\_\_\_  
[Date]

## **Instructions for completing & filing an Answer:**

- 1. An answer is due 28 days after you were served with the Summons and Complaint.**
2. Please note, this form and many other forms are available for your viewing in books at the following local law libraries:

Case Western Reserve University School of Law  
Judge Ben C. Green Law Library  
11075 East Boulevard  
Cleveland, OH 44106  
216-368-2766  
<http://lawlibrary.case.edu/>

The Cleveland Law Library  
1 W. Lakeside Ave., FL 4  
Cleveland, OH 44113  
216-861-5070  
[www.clelaw.lib.oh.us](http://www.clelaw.lib.oh.us)

Cleveland Marshall College of Law  
2121 Euclid Ave., LB 138  
Cleveland, OH 44115  
216-687-2304  
<https://www.law.csuohio.edu/lawlibrary/>

Cleveland Public Library  
325 Superior Avenue, N.E.  
Cleveland, OH 44114  
216-623-2800  
[www.cpl.org](http://www.cpl.org)

3. Fill in your name as "Defendant".
4. Fill in the other party's name as "Plaintiff".
5. Respond to each numbered paragraph in the Complaint by first writing the paragraph number and then either admit or deny the allegations. Examples for the 1<sup>st</sup> paragraph are:
  - a. Example of admitting the allegation: "1. Defendant admits each and every allegation contained in paragraph 1 of the Complaint."
  - b. Example of denying the allegations: "1. Defendant denies each and every allegation in paragraph 1 of the Complaint."

- c. Example of admitting some of the allegations and denying some of the allegations: "1. Defendant admits that s/he \_\_\_\_\_, but denies each and every remaining allegation contained in paragraph 1."
  - d. Example of not knowing if allegations are true or false: "1. Defendant is without knowledge or information sufficient to form a belief as to the truth of each and every allegation contained in paragraph 1 and therefore denies them."
6. In the last paragraph, please state anything else you wish to convey regarding the Complaint.
  7. You must sign the Answer and include a daytime phone number.
  8. File this Answer with the Cuyahoga County Clerk of Courts.
  9. Complete and sign a Certificate of Service. See the form titled "Certificate of Service" for more information. The addresses of the parties and/or their attorneys may be found by searching with the case number on the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us>. Attach the completed Certificate of Service to your Answer.

## **Instructions for Certificate of Service:**

This form must be used with any document that is filed with the Clerk of Courts. It shows that you have served your motion on all parties or their attorneys as required by the Civil Rules – specifically Civ.R. 5.

For parties represented by an attorney, you must serve the attorney and not the party directly.

For parties that are unrepresented, you must serve the party directly.

The parties' and attorneys' addresses may be obtained by searching with the case number on the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us>.

1. List the addresses of all parties or their attorneys who you will serve.
2. Fill in your name wherever "Name of Defendant" appears.
3. Sign the Certificate of Service.
4. Attach the completed Certificate of Service to the document you are filing.
5. Mail a copy of your Motion or other filings to the parties listed in the Certificate of Service.
6. File your Motion or other filings with the Cuyahoga County Clerk of Courts. You must file your motion no later than three days after you mail it to the parties or their attorneys.