

**RESOLUTION**

\_\_\_\_\_  
**(Name of Corporation)**

**WHEREAS**, this corporation is duly organized and existing under the laws of the State of \_\_\_\_\_, and admitted to do business in Indiana, and

**WHEREAS**, the corporation anticipates or does have matters which are the subject of litigation in the Small Claims Division, Delaware County, City of Muncie, State of Indiana, and

**WHEREAS**, Indiana Trial Rule SC-8, permits this corporation to appear without legal counsel under certain conditions, it is therefore

**RESOLVED BY THE BOARD OF DIRECTORS:**

In any unassigned claim not exceeding Six Thousand Dollars (\$6,000.00) filed in the Small Claims Division of the County of Delaware, City of Muncie, State of Indiana, this corporation designates and authorizes \_\_\_\_\_, a full-time employee to appear on its behalf and it shall be bound by any and all agreements relating to the small claim proceeding entered into by said designated employee and shall be liable for any and all costs, including those assessed by reason of contempt, levied by a Court against said designated employee.

I hereby certify that the above Resolution was duly passed at a Board of Directors meeting of the above Corporation on the \_\_\_\_\_ day of \_\_\_\_\_.

SECRETARY OF CORPORATION

DATED: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

**AFFIDAVIT OF CORPORATE EMPLOYEE  
TO APPEAR IN COURT UNDER INDIANA TRIAL RULE SC-8**

The undersigned affirms under penalty and perjury that he/she has not been suspended or disbarred from the practice in law in the State of Indiana or any other jurisdiction and is a full-time employee of \_\_\_\_\_, a corporation for which he/she has been designated to appear in the Small Claims Division of the County of Delaware, City of Muncie, State of Indiana, in proceedings as set forth herein above.

DATED: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

**CERTIFICATE OF COMPLIANCE UNDER INDIANA TRIAL RULE SC-8**

It is certified that the foregoing **RESOLUTION** and **AFFIDAVIT OF CORPORATE EMPLOYEE** have been received for filing with the Small Claims Division, County of Delaware, City of Muncie, State of Indiana, on behalf of the within-named corporation.

DATED: \_\_\_\_\_

CLERK, DELAWARE CIRCUIT COURT NO. \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## **Corporations-Representation in Small Claims Court**

As a general rule, a corporation must appear by counsel. Small Claims Rule 8 provides a limited exception for certain claims. A corporation, whether as a Plaintiff or a Defendant, may be represented by an employee who is not an attorney if the following conditions exist:

- 1) The Claim (for or against the corporation) is not more than the prescribed limit set by Small Claims Rule 8(c) (\$6,000.00); and
- 2) The claim is not an assignment (such as a claim that has been assigned to a collection agency); and
- 3) There is a corporate resolution and employee affidavit on file with the clerk authorizing a full-time employee to represent the corporation. (Most small claims courts provide forms for this purpose.)

## **Sole Proprietors and Partnerships (Unincorporated Businesses)**

As a general rule, an unincorporated business must be represented by the owner of the business or an attorney. Small Claims Rule 8 provides a limited exception for certain claims. A business, operated as a sole proprietorship or partnership, may (whether as a Plaintiff or Defendant) be represented by an employee who is not an attorney if the following conditions exist:

- 1) The claim (for or against the business) is not more than the prescribed limit set by Small Claims Rule 8 (c) (\$6,000.00); and
- 2) The claim is not an assignment (such as a claim that has been assigned to a collection agency); and
- 3) The business has on file with the clerk an employee affidavit and certificate of compliance designating a full-time employee to represent the business. (The Small Claims Court may have forms available for this purpose.)

The following situations are **NOT** permissible:

- 1) If the claim involves a corporation and it is less than the prescribed limit, an employee NOT authorized by resolution attempts to represent the corporation.
- 2) If the claim involves a business operated as a sole proprietorship or partnership and it is less than the prescribed limit, an employee NOT authorized by the certificate of compliance attempts to represent the business entity.
- 3) If the claim involves a corporation and it is greater than the prescribed limit, a non-attorney attempts to represent the corporation.
- 4) If the claim involves a business operated as sole proprietorship or partnership and it is greater than the prescribed limit, an employee who is NOT an owner attempts to represent the business. (In such cases, the owner or an attorney must represent the business.)
- 5) A person with only a power of attorney to act on behalf of any individual, business, or corporation, attempts to represent the individual, business, or corporation in court.

**NOTE:** Assigned claims (collection agencies) must have an attorney regardless of the amount of the claim.