

## **Resolutions**

- Corporate Resolution
- Sole Proprietorship Authorization
- Partnership Authorization

Use these forms when:

You are not an attorney but your employer wants you to represent the employer in Small Claims cases (including eviction cases) when the amount involved is \$1500.00 or less.

**Complete the form that applies to your business organization and structure (corporation, partnership or sole proprietor).**

**Bring the completed form to the Clerk's Office for signature. Then bring the form now with the Clerk's signature to the Court office where the form will be kept on file.**

**SCROLL DOWN FOR      Resolutions**

**CORPORATE RESOLUTION**

**TIPPECANOE SUPERIOR COURT No. 4**

**CAUSE NO. 79D04-\_\_\_\_\_ -MC/CB-\_\_\_\_\_**

Courthouse, 301 Main Street  
Lafayette, Indiana 47901  
Telephone: (765) 423-9266

\_\_\_\_\_  
Name of Corporation

**WHEREAS**, this corporation is duly organized and existing under the laws of the State of Indiana; and  
**WHEREAS**, this corporation anticipates or does have matters which are the subject of litigation in Tippecanoe Superior Court No. 4, Lafayette, Tippecanoe County, Indiana, and  
**WHEREAS**, Indiana Small Claims Rule 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 One Thousand Five Hundred Dollars ( \$1,500.00) filed in Tippecanoe Superior Court No. 4, this corporation designates and authorizes the below- listed and designated full-time employee to appear on its behalf and it shall be bound by any and all agreements related to the small claim proceeding entered into by the designated employee and shall be liable for any and all costs, including those assessed by reason of contempt, levied by the a court against the designated employee.

**SECRETARY OF CORPORATION**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

**AFFIDAVIT OF DESIGNATED EMPLOYEE TO APPEAR IN COURT  
UNDER INDIANA SMALL CLAIMS RULE 8**

The undersigned affirms under penalty of perjury that he/she is not suspended or disbarred from the practice of law in the State of Indiana or any other jurisdiction and is a full-time employee of the above-named corporation, a corporation for which he/she has been designated to appear in Tippecanoe Superior Court No. 4 in small claims proceedings.

**DESIGNATED FULL-TIME EMPLOYEE**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

**CERTIFICATION OF COMPLIANCE UNDER INDIANA SMALL CLAIMS RULE 8**

It is certified that the foregoing **RESOLUTION** and **AFFIDAVIT OF DESIGNATED EMPLOYEE** have been received for filing with Tippecanoe Superior Court 4 on behalf of the above-named corporation.

Julie Roush  
CLERK, Tippecanoe County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**SOLE PROPRIETORSHIP AUTHORIZATION**

**TIPPECANOE SUPERIOR COURT No. 4**

Courthouse, 301 Main Street  
Lafayette, Indiana 47901  
Telephone: (765) 423-9266

**CAUSE NO. 79D04-\_\_\_\_\_ -MC/CB \_\_\_\_\_**

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Name of Owner of Sole Proprietorship

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Business Address and Telephone

The above-named business, a sole proprietorship owned and operated by the above-listed owner and located at the above-listed business address and telephone, anticipates or does have matters which are the subject of litigation in Tippecanoe Superior Court No. 4, Lafayette, Tippecanoe County, Indiana.

In compliance with Indiana Small Claims Rule 8 which permits a sole proprietorship to appear without legal counsel under certain conditions, the above-listed owner or sole proprietor warrants and agrees that:

In any unassigned claim not exceeding One Thousand Five Hundred Dollars (\$1,500.00) filed in Tippecanoe Superior Court No. 4, this sole proprietor designates and authorizes the below-listed and designated full-time employee to appear on its behalf and it shall be bound by any and all agreements related to the small claim proceeding entered into by the designated employee and shall be liable for any and all costs, including those assessed by reason of contempt, levied by the a court against the designated employee.

**OWNER/SOLE PROPRIETOR**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

**AFFIDAVIT OF DESIGNATED EMPLOYEE TO APPEAR IN COURT  
UNDER INDIANA SMALL CLAIMS RULE 8**

The undersigned affirms under penalty of perjury that he/she is not suspended or disbarred from the practice of law in the State of Indiana or any other jurisdiction and is a full-time employee of the above-named corporation, a corporation for which he/she has been designated to appear in Tippecanoe Superior Court No. 4 in small claims proceedings.

**DESIGNATED FULL-TIME EMPLOYEE**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

**CERTIFICATION OF COMPLIANCE UNDER INDIANA SMALL CLAIMS RULE 8**

It is certified that the foregoing AUTHORIZATION and AFFIDAVIT OF DESIGNATED EMPLOYEE have been received for filing with Tippecanoe Superior Court 4 on behalf of the above-named sole proprietorship.

Julie Roush  
CLERK, Tippecanoe County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**PARTNERSHIP AUTHORIZATION**

**TIPPECANOE SUPERIOR COURT No. 4**

Courthouse, 301 Main Street  
Lafayette, Indiana 47901  
Telephone: (765) 423-9266

**CAUSE NO. 79D04-\_\_\_\_\_ -MC/CB \_\_\_\_\_**

\_\_\_\_\_  
Name of Business

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of Owner of Partnership

\_\_\_\_\_  
Business Address and Telephone

\_\_\_\_\_  
Name of Owner of Partnership

The above-named business, a partnership owned and operated by the above-listed owners and located at the above-listed business address and telephone, anticipates or does have matters which are the subject of litigation in Tippecanoe Superior Court No. 4, Lafayette, Tippecanoe County, Indiana.

In compliance with Indiana Small Claims Rule 8 which permits a partnership to appear without legal counsel under certain conditions, the above-listed owners or managing partner of the above-listed business partnership and having full, express authority to act on behalf of the partnership warrants and agrees that:

In any unassigned claim not exceeding One Thousand Five Hundred Dollars (\$1,500.00) filed in Tippecanoe Superior Court No. 4, this partnership designates and authorizes the below-listed and designated full-time employee to appear on its behalf and it shall be bound by any and all agreements related to the small claim proceeding entered into by the designated employee and shall be liable for any and all costs, including those assessed by reason of contempt, levied by the a court against the designated employee.

GENERAL/MANAGING PARTNER

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

**AFFIDAVIT OF DESIGNATED EMPLOYEE TO APPEAR IN COURT  
UNDER INDIANA SMALL CLAIMS RULE 8**

The undersigned affirms under penalty of perjury that he/she is not suspended or disbarred from the practice of law in the State of Indiana or any other jurisdiction and is a full-time employee of the above-named corporation, a corporation for which he/she has been designated to appear in Tippecanoe Superior Court No. 4 in small claims proceedings.

DESIGNATED FULL-TIME EMPLOYEE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

**CERTIFICATION OF COMPLIANCE UNDER INDIANA SMALL CLAIMS RULE 8**

It is certified that the foregoing AUTHORIZATION and AFFIDAVIT OF DESIGNATED EMPLOYEE have been received for filing with Tippecanoe Superior Court 4 on behalf of the above-named sole proprietorship.

Julie Roush  
CLERK, Tippecanoe County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature