

1 **SUMMARY STATEMENT (EXAMPLE)**

2 On April 23, 2023, Plaintiff and Defendant executed an agreement wherein Defendant agreed to  
3 pay Plaintiff the sum of \$5,000.00 to be paid in monthly payments of \$500.00 each on June 1, 2023, and  
4 the first of every month thereafter. *See* Plaintiff's Exhibit 1, pages P1-P10 (Contract).

5 Defendant made the first two payments pursuant to the contract in the sum of \$500.00 on June 1  
6 and July 1, 2023. *See* Plaintiff's Exhibit 2, pages P1-P4 (Defendant's checks).

7 On \_\_\_\_\_, 2023, the Plaintiff notified Defendant that he had not received the third  
8 installment payment and demanded payment in full. *See* Plaintiff's Exhibit 3, pages P1-P2 (letter dated  
9 \_\_\_\_\_).

10 On \_\_\_\_\_, 2023, the Plaintiff did not receive a response, so Plaintiff sent Defendant  
11 a second demand letter for full payment. *See* Plaintiff's Exhibit 4, pages P1-P2 (letter dated  
12 \_\_\_\_\_).

13 On \_\_\_\_\_, 2023, Defendant wrote the Plaintiff explaining why the Defendant was  
14 unable to make the payment. *See* Plaintiff's Exhibit 5, pages P1-P3 (letter dated \_\_\_\_\_).

15 On \_\_\_\_\_, 2023, Plaintiff responded to the Defendant confirming that Defendant  
16 was in breach, and full payment was required within the next 20 days. *See* Plaintiff's Exhibit 5, pages  
17 P1-P3 (letter dated \_\_\_\_\_).

18 On \_\_\_\_\_, 2023, Plaintiff informed the Defendant that Plaintiff would be filing a  
19 small claims action because Defendant failed to pay Plaintiff in accordance with the agreement. *See*  
20 Plaintiff's Exhibit 6, pages P1-P2 (letter dated \_\_\_\_\_).

21 On \_\_\_\_\_, 2023, Defendant responded, stating Defendant did not owe the Plaintiff  
22 because Defendant worked on Plaintiff's car in lieu of payment. *See* Plaintiff's Exhibit 7, pages P1-P3  
23 (letter dated \_\_\_\_\_).

24 On \_\_\_\_\_, 2023, Plaintiff responded to Defendant that although Defendant worked  
25 on Plaintiff's car, the Plaintiff never agreed that Defendant's debt to Plaintiff would be waived. *See*  
26 Plaintiff's Exhibit 8, pages P1-P5 (letter dated \_\_\_\_\_).