

## Small Claims Filing Information

Please read **ALL** of the information carefully **BEFORE** filling out the Notice of Small Claim. Please note that both the top AND bottom portions of the form need to be completed, and you need to sign and date the form for it to be valid. The Court will fill in the trial date and will assign a Small Claim Number. If you have any questions not answered in the information provided, call the court at 206-205-9200 between the hours of 8:30 a.m. and 4:30 p.m. Pacific Standard Time, Monday through Friday. A clerk will be happy to answer your **non-legal** questions.

The original of the completed Notice of Small Claim should be returned to the court with a check or money order in the amount of \$35.00 payable to King County District Court and a large (9" x 12"), self-addressed, stamped envelope with 60 cents postage (or 2 stamps). Please make sure the form is legible and all necessary information has been completed.

Upon receipt of the form and check, the Court will assign a case number and trial date, and will use the envelope you provide to send you two copies of the Notice of Small Claims (with case number and trial date added – one copy for the defendant and one copy for you). It is your responsibility to have the defendant's copy of the Claim (with attachments) served upon the other party.

Due to the large volume of Small Claims cases, we cannot accommodate any requests for specific trial dates. Please note that Small Claims is people's court and our clerks are unable to answer any legal questions – it is your responsibility to read the provided material and follow the instructions for filing your Claim.

King County District Court- East Division  
State of Washington- Issaquah Courthouse  
5415 220<sup>th</sup> Ave. SE  
Issaquah, WA 98029 206-205-9200

**IMPORTANT: You MUST bring an original and THREE copies of this form to the court for filing**

**NOTICE OF SMALL CLAIM**

**SMALL CLAIM NO.** \_\_\_\_\_

\_\_\_\_\_  
Plaintiff (last name, first, middle initial OR company name)

\_\_\_\_\_  
Defendant (last name, first, middle initial OR company name)

\_\_\_\_\_  
Address (no PO Box numbers allowed)

**vs.** \_\_\_\_\_  
Address (no PO Box numbers allowed)

\_\_\_\_\_  
City Zip

\_\_\_\_\_  
City Zip

\_\_\_\_\_  
Phone (home) Phone (work)

\_\_\_\_\_  
Phone (home) Phone (work)

\_\_\_\_\_ **At** \_\_\_\_\_ **In Courtroom #** \_\_\_\_\_

**Trial Date Time**

You, the above named Defendant, are hereby directed to appear personally in the King County District Court, East Division, Issaquah Courthouse 5415 220<sup>th</sup> Ave. SE, Issaquah, WA on the above-noted date at the time and location specified. You must be ready for trial and have with you, then and there, all books, papers, and witnesses needed by you to establish your defense to the claim.

You are further notified that, in case you do not appear, judgment will be rendered against you for the amount of the claim as stated herein below, and in addition, costs of filing and costs of service of this notice.

**(Accommodations are available to people with disabilities upon request).**

\_\_\_\_\_  
**Date Issued Judge/Clerk**

State of Washington, County of King \_\_\_\_\_ **CLAIM**  
\_\_\_\_\_, Plaintiff above named, deposes and says Defendant named above owes to the Plaintiff the sum of \_\_\_\_\_ (total amount owing, not including filing and service fees – cannot be more than \$5,000), which became due or owing on \_\_\_\_\_ (dd/mm/yyyy).

The amount owing is for Auto Damages – Accident Only Date of Accident: \_\_\_\_\_ (dd/mm/yyyy)  
Wages Rent Damage Deposit Loan Goods & Services  
Property Damage Other

Describe the Nature of your claim \_\_\_\_\_

I certify under penalty of perjury under the Laws of the State of Washington that the statements in this form are true and correct.

Dated: \_\_\_\_\_  
Place Signed: \_\_\_\_\_  
City and State

\_\_\_\_\_  
Plaintiff

\_\_\_\_\_  
Court Clerk

# DisputeResolution

CENTER of KING COUNTY

## Dear Small Claims Court Case Parties:

A small claims action involving you has been filed in the King County District Court.

**The Court strongly encourages you to settle this suit through mediation and has arranged for the *Dispute Resolution Center of King County (DRC)* to provide this assistance at no cost to either of you. To set up a mediation call (206) 443-9603.**

The DRC is a non-profit organization that has provided free or low-cost conflict resolution & mediation services to the community since 1987. **The DRC is not part of the court system.**

***IF YOU NEED TO CONTACT THE COURT, PLEASE CALL (206) 205-9200.***

### How Do I Set Up a Mediation?

**TO RESOLVE THIS DISPUTE OUTSIDE OF COURT, CALL THE DRC IMMEDIATELY** at 206-443-9603. The more time we have before to your trial date, the better. Otherwise, on the day of your hearing, the DRC has mediators available at the courtroom to conduct mediations before the trial

### What is Mediation?

- **Mediation is a free, voluntary and confidential** meeting between you, the other party, and a professionally trained, neutral mediator.
- The mediator helps parties work together to create mutually agreeable solutions without offering legal advice or an evaluation of the case.
- If agreements are made, the mediator will write up the agreement using the parties' own words, and both will leave the mediation with a contract.
- Choosing to mediate does not affect your right to a trial if you are unable to reach an agreement with the other party.
- If one of the parties does not follow the agreement, this document can be presented to the court with the request that it be converted into an enforceable judgment.

### Why Should I Choose Mediation?

- Mediation enables **parties to determine the outcome** of their conflict, rather than being forced to accept a judgment that may leave everyone unsatisfied.
- Unlike a court proceeding, **mediation is confidential** & does not become part of the public record.
- Courts are limited to granting or denying monetary judgments. **Mediation is much more flexible.**
- With a mediated agreement, a party may agree to complete a job, return an item of property, or pay money back using a payment plan.

We look forward to hearing from you and appreciate your interest in our services!

**King County Court: (206) 205-9200**

**Dispute Resolution Center: (206) 443-9603**

## The Dispute Resolution Center of King County

4649 Sunnyside Ave. N, Suite 520 ~ Seattle, WA 98103 ~ Phone: 206-443-9603 ~ Fax: 206-443-9737 ~ [www.kcdrc.org](http://www.kcdrc.org)

(Revised 09/24/2009)

## Small Claims Instructions to Defendants

When you have been served with Notice of Small Claim in an action filed against you in the small claims court or this judicial district, you may, if you do not wish to contest the plaintiff's claims:

- a. Make an out-of-court settlement with the plaintiff before the date set. The plaintiff must then notify the court in writing that this case has been settled.
- b. Make no appearance on the date set, in which case the plaintiff may be given a judgment by default for the amount claimed, plus costs.

You are entitled to be served with this "Notice and Claim" at least 10 days before the hearing date. If you are served within the county less than 10 days before the hearing you may:

- a. Appear in court and request a continuance.
- b. Appear in court, waive your statutory rights to such service and proceed with the hearing.

If you have a claim against the plaintiff, you may assert a cross-complaint or counterclaim against him/her. This must be done in writing, filed with the clerk of the court and served on the plaintiff. The cost of the counterclaim is \$35.00.

If the plaintiff recovers a judgment against you, they are entitled to immediate payment of the full amount of the judgment, plus court costs, or payment upon such terms as the judge may prescribe. Payments should be made directly to the plaintiff unless otherwise ordered. When judgment has been paid in full, the plaintiff shall sign a Satisfaction of Judgment and the defendant shall file the Satisfaction of Judgment with the clerk. If the losing party fails to pay the judgment within thirty (30) days, the judgment shall be increased by an amount amount sufficient to cover costs of certification of the judgment.

When inquiring about this case, refer to the Case Number of the Notice of Small Claim.