

**KING COUNTY DISTRICT COURT  
STATE OF WASHINGTON**

(1) \_\_\_\_\_,

(2) \_\_\_\_\_,

Plaintiff,

v.

(1) \_\_\_\_\_,

(2) \_\_\_\_\_,

Defendant.

SMALL CLAIMS DEPARTMENT

No. \_\_\_\_\_

**NOTICE OF SMALL CLAIM**

HEARING

Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

**(CLERK'S ACTION REQUIRED)**

**Plaintiff Contact Information:**

(1) Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email or Alt Phone: \_\_\_\_\_

(2) Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email or Alt Phone: \_\_\_\_\_

**Defendant Contact Information:**

(1) Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email or Alt Phone: \_\_\_\_\_

(2) Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email or Alt Phone: \_\_\_\_\_

**YOU ARE HEREBY NOTIFIED** that the above-named plaintiff has filed a claim against you amounting to \$ \_\_\_\_\_ ; the reasons for which are stated below.

**YOU ARE HEREBY FURTHER NOTIFIED** to appear at: King County District Court,

\_\_\_\_\_  
Courtroom \_\_\_\_\_, Washington, on \_\_\_\_\_ [Date], at \_\_\_\_\_ a.m./p.m.  
for  **PRE-TRIAL**  **TRIAL**.

At the time of **PRE-TRIAL**, bring with you **2** copies of all papers, contracts and proof needed by you to establish or defend this claim. At the time of **TRIAL**, bring with you **2** copies of all proof needed by you to establish or defend this claim, and any witnesses who will testify on your behalf.

**YOU ARE FURTHER NOTIFIED** that if you fail to personally appear as directed, a Judgment may be entered against you for the amount claimed, plus plaintiff's costs of filing and service of the claim upon you.

Plaintiff must also appear if a Judgment is to be entered. If plaintiff fails to appear, the claim may be dismissed. If this claim is settled prior to the hearing date, the parties must notify the Court immediately, in writing.

\_\_\_\_\_  
Clerk

**STATEMENT OF CLAIM**

I, \_\_\_\_\_, the undersigned plaintiff, declare that the defendant named above owes me the sum of \$ \_\_\_\_\_, which became due and owing on \_\_\_\_\_ [Date].

The amount owed is for:

- Faulty Workmanship     Merchandise     Auto Damages-Date of Accident \_\_\_\_\_
- Wages     Loan     Return of Deposit     Rent     Property Damage
- Other \_\_\_\_\_

Explain reason for claim \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signed at \_\_\_\_\_, [City] \_\_\_\_\_ [State] on \_\_\_\_\_ [Date].

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name