

SMALL CLAIMS PLAINTIFF'S PACKET

Included in the Small Claims Plaintiff's Packet, you will find the following documents:

1. Notice of Small Claim Pretrial Conference
2. Remote Hearing Instructions
3. Notice of Small Claim
4. King County District Court Small Claims Important Information
5. Declaration of Service
6. Satisfaction of Judgment
7. Dispute Resolution Brochure

**KING COUNTY DISTRICT COURT
STATE OF WASHINGTON**

<hr/> Plaintiff(s), v. <hr/> Defendant(s).	No. _____ NOTICE OF SMALL CLAIM PRETRIAL CONFERENCE
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PLEASE NOTE: THIS HEARING is scheduled to be conducted by video or telephone (if you do not have video access) via ZOOM. YOU SHOULD NOT APPEAR IN PERSON. If you are not able to appear via video or telephone, you must submit a written request to appear in person and the reason why you cannot appear remotely at least 14 days in advance of your scheduled hearing date. IF YOU APPEAR IN PERSON WITHOUT COURT APPROVAL, YOUR HEARING DATE MAY BE RESCHEDULED. Please see Zoom Insert for further instructions on how to participate via Zoom.

You are scheduled for a mandatory Pretrial Hearing on _____ at _____, in Web Courtroom # _____ in the _____ Courthouse (see Zoom insert for instructions).

If you need an Interpreter, please call or have someone contact the court on your behalf at 206-205-9200 in advance of the hearing date so we can be sure to have an interpreter available at the time of the hearing.

At the time of your hearing, please have your documents, contracts, or other proof needed to establish or defend this claim. If you are the plaintiff, please have your proof of personal service on the defendant available to provide to the court or file it in advance of the hearing.

YOU ARE FURTHER NOTIFIED that if you fail to 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 or if you are the Plaintiff and fail to appear, the claim may be dismissed. If this claim is settled prior to the hearing date, please notify the Court, in writing.



Remote Hearing Instructions

Before your hearing, get prepared

- Make sure you have a good Internet connection.
- Download Zoom. Practice with the app so you feel comfortable.
- Make sure your screen name is your first and last name. Also make sure your profile photo is appropriate for a court appearance.
- Remember that you are still appearing in court and should act appropriately.
- Charge your computer or mobile device. If you are calling in by phone, make sure you have enough minutes.
- Use earbuds or headphones, if you can. This frees up your hands, and improves sound quality.
- Find a quiet place where no one will interrupt you.
- Have all your papers ready, including a list of what you want to say to the judge

When your hearing starts, log on or call here:

- Please refer to the Court's instructions for appearing by Zoom at: <https://kingcounty.gov/courts/district-court.aspx> and select Video / Telephone (Zoom) Hearings.
- The page will contain instructions that include the meeting ID's, passwords, and call-in numbers you will need to access your scheduled courtroom for your virtual hearing.



What should I do if I have trouble logging on or calling in?

- If you are unable to connect or if you have any other technical difficulties on the day of your hearing, please immediately call the court at **206-205-9200**.



How do I ask for an interpreter?

- Ask for an interpreter as soon as you can. Do not wait until the hearing!
- To request an interpreter, please call the court at **206-205-9200**.



How do I ask for a disability accommodation?

- Ask for an accommodation as soon as you can. Do not wait until the hearing!
- To request any accommodation, please call the court at **206-205-9200**.

**KING COUNTY DISTRICT COURT
STATE OF WASHINGTON**

(1) _____,

(2) _____,

Plaintiff,

v.

(1) _____,

(2) _____,

Defendant.

SMALL CLAIMS DEPARTMENT

No. _____

NOTICE OF SMALL CLAIM

(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: _____

Does anyone need an interpreter? Yes No

Name

Language

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

SEE ATTACHED NOTICE OF SMALL CLAIM PRE-TRIAL CONFERENCE FOR YOUR HEARING DATE

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

KING COUNTY DISTRICT COURT SMALL CLAIMS

IMPORANT INFORMATION

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- **The Plaintiff is the party who begins the lawsuit by filing a Notice of Small Claim.**
 - **The Plaintiff is responsible for making sure the Defendant is served the Notice of Small Claim and all documents in the service packet.**
 - **A Plaintiff cannot be the person who serves the Defendant.**
The Plaintiff must find another person who is over 18 years old to serve the Defendant.
 - **The Court is prohibited from serving the Defendant. It is the Plaintiff's responsibility to serve the Defendant at least 10 days before the pre-trial hearing.**

**YOUR CASE WILL NOT MOVE AHEAD UNTIL YOU PROVIDE WRITTEN
PROOF THAT THE DEFENDANT WAS SERVED.**

Service means one of the following:

- The Notice of Small claim and documents in the service packet are handed directly to the Defendant.
- The Notice of Small Claim and documents in the service packet are handed directly to a responsible person of appropriate age, at the Defendant's home. That person must reside at the Defendant's home.
- The Notice of Small Claim is sent either by certified or registered mail with restricted delivery only. The return card must have the DEFENDANT'S signature on it.
- The Sheriff's office or a "Process Server" can be hired by you to help you serve.

There are lots of ways to "serve" a business with the Notice of Small Claim. Please refer to RCW 4.28.080. One way to serve a business is by serving the Registered Agent.

- You can find the Registered Agent by searching the business name on the Secretary of State's Website: www.sos.wa.gov/corps.
- **The Plaintiff must prove the Defendant was served by filing a "Return of Service."**
The Return of Service must be completed and signed by the person who served the Defendant. The Return of Service must be filed with the court.

Come to the next court hearing even if you have not been able to serve the Defendant.

- The Court will discuss your options with you and give you a new court date.

Keep your address, phone number, and email address updated with the Court.

For more information about the law on service see RCW 12.40.040 and CRLJ4.

For more information about the Small Claims Department, call (206) 205-9200 or visit our website: <https://kingcounty.gov/courts/district-court/small-claims.aspx>

**KING COUNTY DISTRICT COURT
STATE OF WASHINGTON**

<p>_____ Plaintiff(s),</p> <p style="text-align: center;">v.</p> <p>_____ Defendant(s).</p>	<p>No. _____</p> <p style="text-align: center;">DECLARATION OF SERVICE OF NOTICE OF SMALL CLAIM</p> <p style="text-align: center;">(CLERK'S ACTION REQUIRED)</p>
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The undersigned **states** that:

1.1 I am over the age of 18 years, competent to be a witness, and **I am not a party** to this action.

1.2 On _____ (date) at _____ a.m./p.m. (time) at _____ (city and state of service), I served on **defendant(s)** _____ at _____ (address) the following document(s):

- Notice of Small Claims
- Notice to Servicemembers and their Dependents
- Notice of Small Claim Pretrial Conference
- Remote Hearing Instructions

1.3 Service on the defendant(s) was made by delivery to _____,

- the defendant(s) named in paragraph 1.2 above.
- the defendants by mailing a copy of the documents listed in 1.2 to the defendant via registered or certified mail with a return receipt bearing the defendant's signature. (attach proof of signed return receipt).
- a person of suitable age and discretion residing at the usual abode of defendant(s).

[] the _____ (president, registered agent, secretary, cashier, partner, etc.)
of _____ (name of corporation,
partnership, etc.).

I **certify** under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Dated: _____, at _____ Washington.

Signature

Name and Title

Fees: Service _____
Postage _____
Total _____

**KING COUNTY DISTRICT COURT
STATE OF WASHINGTON**

_____	No. _____
Plaintiff(s),	SATISFACTION OF JUDGMENT
v.	(CLERK'S ACTION REQUIRED)

Defendant(s).	

To Clerk:

Please be advised that the judgment awarded in the above-referenced case has been paid in full.

DATED: _____

Signature

Printed Name

DisputeResolution

CENTER of KING COUNTY

4649 Sunnyside Ave. N, Suite 520 ~ Seattle, WA 98103 ~ Website: www.kcdrc.org

Phone: 206-443-9603

Dear Small Claims Court Parties:

A small claim action involving you has been filed in the King County District Court (KCDC).

The Court strongly encourages parties to work to resolve their small claim case through mediation. In almost all cases, the court will require parties to attempt mediation before awarding a trial date. **KCDC has arranged for the Dispute Resolution Center of King County (DRC) to provide mediation assistance to the parties at no additional cost to you.**

Since 1987, the DRC, a non-profit organization, has provided free or low-cost conflict resolution and mediation services to the community. **The DRC is not part of the District Court.**

What is Mediation?

- **Mediation is a confidential meeting** between you and the other party, with a professionally trained, neutral mediator.
- The mediator helps the 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 parties will leave the mediation with the signed written agreement. The Court will be notified the parties have reached an agreement, and the parties will not have to attend the scheduled prehearing conference or trial.
- Mediation does not affect your right to a trial. If you are unable to reach an agreement with the other party you still have the right to proceed to trial.
- If one of the parties does not follow the terms of the agreement, the agreement can be presented to the Court with a request that it be converted into an enforceable judgment.

Why Mediation?

- Mediation enables the **parties to determine the outcome** of their conflict, rather than being forced to accept a judgment from the Court that may leave neither party satisfied.
- Unlike a public trial, **mediation is confidential** and does not become part of the court record.
- At trial, the judge is limited to granting or denying a money judgment. **Mediation is more flexible.**
- With a mediated agreement, a party may agree to complete a job, return an item of property, or pay money using a payment plan.
- Formal mediation agreements are enforceable by a court.

How Do I Participate in Mediation?

You will have the opportunity to mediate with a mediator from the DRC at your court-scheduled Pretrial Conference. If you would like to attempt to resolve your dispute before your Pretrial Conference date, you can contact the **DISPUTE RESOLUTION CENTER OF KING COUNTY** at www.kcdrc.org or call 206-443-9603. The DRC may be able to work with you and the other party in your case to schedule a mediation at the DRC prior to your court-scheduled date.