SMALL CLAIMS INSTRUCTIONS TO PLAINTIFF

Attached to this Small Claims Instructions sheet are the documents you are required to have served upon each defendant named in your small claim case:

1. **Notice of Small Claim;**
2. **Notice to Service Members and their Dependents;**
3. **Dispute Resolution Information; and**
4. **King County District Court's Small Claims Brochure.**

Also attached is a blank Declaration of Service form. One copy of this form must be completed for each defendant named in your case as proof the named defendant was served with the Notice of Small Claim, along with the attachments referenced above.

Please make as many copies of these documents as needed for service on each named defendant, and retain a copy for your records.