

SMALL CLAIMS DEFENDANT'S PACKET  
(TO BE SERVED UPON EACH NAMED DEFENDANT)

Included in the Small Claims Defendant'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. Notice to Service Members and their Dependents

**KING COUNTY DISTRICT COURT  
STATE OF WASHINGTON**

<div style="border-bottom: 1px solid black; margin-bottom: 10px; min-height: 20px;"></div> Plaintiff(s),  v.  <div style="border-bottom: 1px solid black; margin-top: 10px; min-height: 20px;"></div> Defendant(s).	<div style="border-left: 1px solid black; padding-left: 10px;">No. _____  <b>NOTICE OF SMALL CLAIM PRETRIAL CONFERENCE</b></div>
---	--

**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: \_\_\_\_\_

**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

## **NOTICE TO SERVICE MEMBERS AND THEIR DEPENDENTS**

**NOTICE:** State and federal law provide protections to defendants who are in the military service, and to their dependents. Dependents of a service member are the service member's spouse, the service member's minor child, or an individual for whom the service member provided more than one-half of the individual's support for one hundred eighty days immediately preceding an application for relief.

One protection provided is the protection against the entry of a default judgment in certain circumstances. This notice pertains only to a defendant who is a dependent of a member of the national guard or a military reserve component under a call to active service, or a national guard member under a call to service authorized by the governor of the state of Washington, for a period of more than thirty consecutive days. Other defendants in military service also have protections against default judgments not covered by this notice. If you are the dependent of a member of the national guard or a military reserve component under a call to active service, or a national guard member under a call to service authorized by the governor of the state of Washington, for a period of more than thirty consecutive days, you should notify the plaintiff or the plaintiff's attorneys in writing of your status as such within twenty days of the receipt of this notice. If you fail to do so, then a court or an administrative tribunal may presume that you are not a dependent of an active duty member of the national guard or reserves, or a national guard member under a call to service authorized by the governor of the state of Washington, and proceed with the entry of an order of default and/or a default judgment without further proof of your status. Your response to the plaintiff or plaintiff's attorneys about your status does not constitute an appearance for jurisdictional purposes in any pending litigation nor a waiver of your rights.

For further information see RCW 38.42.050.