

**IN THE DISTRICT COURT OF SPOKANE COUNTY WASHINGTON  
SMALL CLAIMS NOTICE OF CLAIM**

Small Claim Case #: \_\_\_\_\_

PLAINTIFF'S NAME (1) - <i>list full/legal name</i>		PLAINTIFF'S NAME (2) - <i>list full/legal name</i>	
Doing Business As – <b><i>list Company Name if you are a business</i></b>		Doing Business As – <b><i>list Company Name if you are a business</i></b>	
ADDRESS		ADDRESS	
CITY	STATE	ZIP	
CITY	STATE	ZIP	
EMAIL		EMAIL	
CELL/HOME PHONE NO	WORK PHONE NO	CELL/HOME PHONE NO	WORK PHONE NO

**V.**

DEFENDANT'S NAME (1) - <i>list full/legal name</i>		DEFENDANT'S NAME (2) - <i>list full/legal name</i>	
Doing Business As – <b><i>list Company Name if you are SUING the Business</i></b>		Doing Business As – <b><i>list Company Name if you are SUING the Business</i></b>	
ADDRESS		ADDRESS	
CITY	STATE	ZIP	
CITY	STATE	ZIP	
EMAIL		EMAIL	
CELL/HOME PHONE NO	WORK PHONE NO	CELL/HOME PHONE NO	WORK PHONE NO

**TO THE DEFENDANT(S):**

**YOU ARE HEREBY NOTIFIED** that the above-named Plaintiff has filed a claim for money damages against you in this Court. See page 2 for reasons for the claim and amount of damages Plaintiff is seeking.

**TO THE PARTIES:**

**YOU ARE HEREBY NOTIFIED** to appear for **TRIAL** ON: \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m. at:

- Spokane District Courtroom 203, BROADWAY CENTER BLDG., 721 N. Jefferson, Spokane, WA
- Spokane District Courtroom **VALLEY COURT**, 12710 E. Sprague, Spokane Valley, WA

INSTRUCTIONS for appearing for the TRIAL/HEARING BY **ZOOM** are on page 3.

If the **Defendant fails to appear**, judgment may be entered against the Defendant.

If the **Plaintiff fails to appear**, the Plaintiff's claim will be dismissed by the Court.

COURT CLERK NAME: \_\_\_\_\_

## PLAINTIFF'S STATEMENT OF CLAIM

<b>The REASON(S) I Claim the Defendant Owes Me Money:</b>		
<input type="checkbox"/> Landlord Claim against Tenant	<input type="checkbox"/> Property Damage ( <i>not vehicle</i> )	<input type="checkbox"/> Vehicle was Not Properly Repaired
<input type="checkbox"/> Tenant Claim against Landlord	<input type="checkbox"/> Item Purchased Does Not Work	<input type="checkbox"/> Vehicle Not Repaired
<input type="checkbox"/> Services Not Properly Performed	<input type="checkbox"/> Item Not As Advertised/Warranted	<input type="checkbox"/> Vehicle Repair Not Paid
<input type="checkbox"/> Services Performed but Not Paid	<input type="checkbox"/> Business Transaction Issue	<input type="checkbox"/> Vehicle was Damaged
<input type="checkbox"/> Faulty Workmanship	<input type="checkbox"/> Wages Not Paid	<input type="checkbox"/> Vehicle Damaged in Accident
<input type="checkbox"/> Loan was Not Re-Paid	<input type="checkbox"/> I Was Injured ( <i>personal injury</i> )	<input type="checkbox"/> Purchase/Sale of Vehicle
<input type="checkbox"/> Breach of Contract		<input type="checkbox"/> Vehicle Claim against Insurance Co.
<input type="checkbox"/> Other: ( <i>be specific</i> )		
Explain why you are suing the Defendant here:		

<p><b>LIST EACH ITEM and AMOUNT of MONEY DAMAGES YOU ARE SEEKING from the DEFENDANT</b>  <i>You must provide Notice of the items you are seeking damages for and provide evidence at the hearing for each item you want money damages for – failure to list items you want money for may result in the Court not considering those items.</i></p>		
Description of Item Damaged or Owed:	Amount Claiming:	Date of Incident or Damage:
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Attach an additional page if necessary

I am an **individual** (not a business) and the Plaintiff in this matter.

I declare that the Defendant named above owes me the sum of \$ \_\_\_\_\_ **Amount must be \$10,000 or less.**  
*(Don't include the cost to file and serve). YOU CANNOT INCREASE THIS AMOUNT AT TRIAL.*

**Individuals** are limited to suing for \$10,000 in Small Claims Court.

If you sue for more than **\$10,000** the case will be dismissed. RCW 12.40.010.

I am a **business** and the Plaintiff in this matter.

I declare that the Defendant named above owes me the sum of \$ \_\_\_\_\_ **Amount must be \$5,000 or less.**  
*(Don't include the cost to file and serve). YOU CANNOT INCREASE THIS AMOUNT AT TRIAL.*

**Businesses**, Corporations, partnerships, HOAs, and other legal businesses are limited to suing for **\$5,000** in Small Claims Court. If you are a business suing for more than \$5,000 your case will be dismissed. RCW 12.40.010.

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

Signed in Spokane, Washington on \_\_\_\_\_ [Date].

\_\_\_\_\_  
Signature of Plaintiff (1)

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

\_\_\_\_\_  
Signature of Plaintiff (2)

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

### Plaintiff's Obligations

The Plaintiff must arrange for **service** of this 5-page Notice of Small Claim document on the Defendant and file the completed **SMALL CLAIMS DECLARATION OF SERVICE** form with the Court **prior** to the hearing. See *RCW 12.40.040, RCW 4.28.080 and information on the form.*

***The Plaintiff cannot serve or mail the documents and cannot complete the Declaration of Service.***

**Service** of this 5-page Notice of Small Claim document can be done by:

- Any person over the age of 18 who is not a witness or a party in the case
- A professional process server
- The Sheriff's Office
- Mailing by Registered or Certified Mail - a copy of this 5-page Notice of Small Claim with return receipt requested. Service by mailing is only **valid** if the Defendant signs the return receipt and it is filed with the court.

The Court Clerk will provide you with a copy of a Declaration of Service for each person you must have served.

The Notice of Claim **must be served** on the Defendant not less than **10 days before the trial date**.

The Plaintiff must also file a **Small Claims Declaration Re: Servicemembers Civil Relief Act**.

This document can be completed by the Plaintiff and must be filed prior to trial.

This document is required by law to ensure a person is not unavailable due to military service.

The Court Clerk will provide you with a copy of this Declaration of Service for each person you are suing.

### HEARING Instructions and Restrictions for the Plaintiff and the Defendant

#### 1. HOW MUCH TIME WILL I HAVE TO PRESENT MY CASE?

Each side will have a total of about **ten minutes to present your case** so you **must** organize your arguments and exhibits before trial. The hearing and disposition of the actions shall be informal, with the *sole object of dispensing speedy and quick justice between the litigants.* RCW 12.40.090.

#### 2. YOU CAN APPEAR AT THE HEARING BY ZOOM at the assigned court as follows:

**YOU MUST notify** the Civil Court Clerk that you are **appearing by Zoom 5 days prior to the hearing**, and follow instructions on exhibit/document filing on next page. *(Clerk to note Zoom appearance in JIS.)*

Link to join **BROADWAY CENTER COURT** 203 Zoom Meeting:

<https://zoom.us/j/93159852440?pwd=QnRhMDZ5SGFJanlWVHNPbFZXNFJSQT09>

Meeting ID: 931 5985 2440 Password: 539245 One tap mobile +12532158782,,93159852440#,,1#,539245# US (Tacoma)

Link to join **VALLEY COURT** Zoom Meeting:

<https://zoom.us/j/98177953528?pwd=amh4aGEwZWsvWNYZnB3YnMxK0Rsdz09>

Meeting ID: 981 7795 3528 Password: 708237 One tap mobile +12532158782,,98177953528#,,1#,708237# US (Tacoma)

### 3. WHAT IS AN EXHIBIT?

Exhibits are document(s) you FILE to help prove your side of the case.

**EACH SIDE IS LIMITED TO 20 PAGES OF EXHIBITS** (contracts, Invoices, or rental agreements/leases do not count towards the 20-page limit and should be filed with the Court Clerk **5 days before the hearing**).

Do not refile this claim document or the Return of Service as exhibits.

Examples of Exhibits you may want to file to support your case:

Contracts	Photographs	Estimates	Text Messages
Leases	Diagrams	Bills/Receipts	Emails
Rental Agreements	Reports	Invoices	Letters/correspondence

The Court will rarely have time to view/consider **videos**. Submitting screenshots from a video as exhibits is preferable to submitting a video. If a video is absolutely necessary to prove your case, it must be **edited** to about a minute in length, **must** be filed with the Court, and served on the opposing side two days **prior** to the hearing.

**\*\*Exhibits will be scanned into the court file after the hearing\*\***

### 4. HOW SHOULD I ORGANIZE MY EXHIBITS?

Number your Exhibit packet pages 1 to 20. **\*\*DO NOT STAPLE or use a folder/binder for exhibits\*\***

To help the Court understand your case you can provide a cover sheet to the exhibits that:

- (1) corresponds to each of the reasons listed in the Statement of Claim as the reason money is owed,
- (2) the amount of damages connected to that reason, and
- (3) the page numbers of the exhibits that support that claim for money damages.

Description of Item Damaged or Owed:	Amount Claiming:	Corresponding Exhibit Name & Page #
Damage to my car in car accident when Defendant's car hit my car	\$1,000	Car Repair Bill, page 1 Receipt of repair payment, page 2 Value of Car, page 3 Pictures of Car Damage, pages 4, 5
Cost of Having Car Towed	\$400	Towing Bill, page 6 Receipt Tow Payment, page 7

### 5. HOW MANY SETS OF EXHIBITS ARE REQUIRED?

**THREE (3) exact identical complete sets** of exhibits with **pages numbered 1 to 20 (max. pages allowed)**.

1. Court/Judge copy
2. Opposing Party copy
3. Your copy

**PRIOR TO THE START OF THE DOCKET ON THE DAY OF TRIAL** you must give the Judicial Assistant in the courtroom the Exhibit packets for the judge and the opposing side. (You can drop these off to the Court clerk prior to the trial date.)

**If you or the other side are appearing by ZOOM you MUST:**

Drop off or mail: (1) the Court's copy of the Exhibit packet to the Civil Clerk, and (2) mail or drop off to the Opposing side's Exhibit packet to the opposing side so each **packet arrives 2 days prior to trial**.

**DO NOT WAIT** until the hearing to **ORGANIZE** your exhibits.

*[Copies may be obtained through the Clerk's Office at a cost of 50 cents per page]*

## 6. HOW TO PREPARE YOUR EXHIBITS (OR FORMAT THEM)

- **Number Each Page** at the bottom right corner (maximum of 20 pages).
- **Highlight portions or write notes** beside the part of the page you want Court to focus on.
- **Paper Size Restrictions:** All exhibits must be on **8.5 x 11 inch paper**.
- **Multiple exhibits on a page** is fine as long as the information is still readable.
- You can add notes beside documents/photos to explain what you want to draw the Court's attention to in the exhibit.
- Text messages (or photographs) **must be printed** (*screen shots are fine*); *please put multiple screen shots/photos on a page and only include necessary texts/photos*.
- Do not file this Notice of Claim with your exhibits.
- **Confidential Information:** You must **redact (black out) any confidential information** (i.e., bank account, social security, and driver's license numbers). Filed documents are PUBLIC RECORDS.

## 7. WHAT HAPPENS IF SOMEONE FAILS TO APPEAR FOR TRIAL?

If the **Defendant FAILS TO APPEAR**, judgment may be entered against the Defendant (after a default hearing) and can include the \$35 filing fee and the cost of service.

If the **Plaintiff FAILS TO APPEAR**, the Plaintiff's claim will be **dismissed** by the Court.

## 8. RETRIEVING YOUR EXHIBITS AFTER TRIAL

Exhibits will be held for a **30-day appeal period**.

If no appeal is filed, Exhibits can be picked up **after 30 days** and must be picked up before 60 days.

**Exhibits not picked up within 60 days after trial WILL BE DESTROYED WITHOUT FURTHER NOTICE**

## 9. SETTLEMENT PRIOR TO COURT:

If this claim is **settled** prior to the hearing date, the PLAINTIFF must notify the Court and the opposing side **immediately** in writing so the Court can dismiss the case and cancel the court date - emailing the Court at [DCCIVIL@SPOKANECOUNTY.ORG](mailto:DCCIVIL@SPOKANECOUNTY.ORG) to notify of settlement is sufficient (you must copy the opposing side on the email to the Court).

## 10. LEGAL ADVICE:

**Staff and the judge cannot give you legal advice.**

*For more information on Small Claims filing and processes you must do your own research or consult a lawyer.*

*See also, RCW 12.40, RCW 3.66, RCW 4.16., and RCW 36.18.*

*Additional information available at [www.spokanecounty.org/2847/Civil-and--Small-Claims-Cases](http://www.spokanecounty.org/2847/Civil-and--Small-Claims-Cases)*

State of Washington County of \_\_\_\_\_

I certify that I know or have satisfactory evidence that \_\_\_\_\_ [Name of Person] is the person who appeared before me, and said person acknowledged that (he/she) signed this Amended Notice of Small Claims and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the Amended Notice of Small Claims.

SUBSCRIBED AND SWORN to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Printed Name of Notary)

\_\_\_\_\_  
(Signature of Notary)

Notary Public in and for the State of \_\_\_\_\_

Residing in \_\_\_\_\_

My appointment expires \_\_\_\_\_

*(Notary Seal)*