



IN THE DISTRICT COURT OF SPOKANE COUNTY WASHINGTON

E-FILE INSTRUCTIONS FOR SMALL CLAIMS

****PLEASE EITHER DOWNLOAD/OPEN THE E-FILING FORM IN ADOBE/READER
or MICROSOFT EDGE BROWSER****

WHAT YOU NEED TO FILL OUT THE FORM:

1. You will need the complete name(s), addresses, phone numbers and if possible, email address for all litigants.
2. The amount you would like to claim (for a natural person = \$10,000; for a business = \$5,000)
3. Hearing Date and Time: *This section will be completed by the Court Clerk.*

HOW TO SIGN THE FORM:

You will need to add your signature on the form. Web browsers generally do not offer tools for drawing/importing a signature, however the MS Edge browser does offer a draw tool that can be used. *Otherwise, it is best to not open the form in a browser window (as you may not be able to “affix” your signature on the form.)* Therefore, some options for signing...

1. [Click Here to start a Filing](#) [Click Here to start a Counter Claim Filing](#)
 - a. If using Adobe/Reader for signing/saving, download the file to your device and open the file using that application. Select “Fill & Sign” to affix your signature. Resave the file to your device, OR
 - b. If the file is open in Microsoft Edge browser, select “Draw” tool to affix your signature using your mouse. Save the file to your device, OR
 - c. Download the file and use some other tool to overlay you signature to the file. Resave the file to your device.

HOW TO FILE THE FORM:

1. Save the form to your computer/device.
2. Email it to DCCIVIL@SPOKANECOUNTY.ORG

A Court Clerk will contact you regarding payment of the filing fee within 24 to 48 hours.

If you have any questions, please email DCCIVIL@SPOKANECOUNTY.ORG or contact the Civil/Small Claims Department at (509) 477-4770 option 8.

*****Please note: There will be a service charge of \$2.99 for using your debit/credit card*****