



NOTICE OF SMALL CLAIM

CASE NO. _____

 Plaintiff (First Name, Middle Initial, Last Name)

 Business Name (If Applicable)

 Address

 City/State/ZIP

 Daytime Phone Number

Interpreter – Language: _____

 Defendant (First Name, Middle Initial, Last Name)

 Name of Registered Agent/Corporate Officer (If Applicable)

 Address

 City/State/ZIP

 Daytime Phone Number

Interpreter – Language: _____

STATEMENT OF CLAIM

I, the undersigned plaintiff, do declare that the defendant named above owes me the sum of \$ _____, which became due and owing on _____.

The amount owing is for:			
<input type="checkbox"/> Auto Damages - Date of Accident:	<input type="checkbox"/> Wages	<input type="checkbox"/> Loan	
<input type="checkbox"/> Return of Deposit	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Faulty Work	<input type="checkbox"/> Merchandise
<input type="checkbox"/> Other (explain):			

I certify and declare under penalty of perjury under the laws of the State of Washington that the foregoing statements are true and correct.

Date: _____

 Place Signed (City, State) Plaintiff Signature

NOTICE TO DEFENDANT

In the name of the STATE OF WASHINGTON you, the above named defendant, are directed to appear personally and answer the claim of the above named plaintiff at the San Juan County District Court, 350 Court Street, Friday Harbor, Washington at the date and time set forth below.

You must be ready for trial and have with you in court, all books, papers, and witnesses needed by you to establish your defense to the claim. Prepare copies of any documents you want the judge to review in accordance with the instructions contained on the attached "Notice to Parties – Small Claims – Read This First."

If you do not appear, judgment will be rendered against you in the amount of the claim stated above, plus interest and court costs.

CLERK'S USE ONLY

Small Claims Trial Date and Time				
	Date	Time	By	On
Trial Date:	Thursday,			
Rescheduled to:	Thursday,			
Rescheduled to:	Thursday			

THE COURT STAFF CANNOT GIVE LEGAL ADVICE OF ANY KIND.

TO THE PARTIES – SMALL CLAIMS – READ THIS FIRST

1. The defendant is entitled to be served with the Notice of Small Claim at least 10 days before the hearing date. If this has not occurred, the defendant may:
 - a. File a written request for a continuance with the court;
 - b. Appear in court on the hearing date, waive the right to service at least 10 days before the hearing and proceed with the hearing; or
 - c. Appear in court on the hearing date and request a continuance.
2. Both the plaintiff and defendant must appear on the hearing date listed on the Notice of Small Claim. Parties are allowed to appear either in person, by telephone, or by video.
3. All records you intend to use when presenting your case must be marked with the court's exhibit stickers. A complete set of exhibits must be provided to the other side at least 3 business days prior to the hearing. You may provide the exhibits by mail or electronically. **A complete set of exhibits for the judge must be delivered to the court, at least 3 business days prior to the hearing.** The judge's copies may be provided in hard copy or electronically.
4. If the defendant fails to appear and has been properly served, the judge may enter a default judgment for the amount requested on the Notice of Small Claim. If the plaintiff fails to appear, the judge will dismiss the case.
5. If the defendant has a claim against the plaintiff, they may file a Counterclaim by completing a Notice of Counterclaim, paying the filing fee of \$35.00 (\$45.00 if filed by mail) and serving the plaintiff. The Notice of Counterclaim must be served upon the plaintiff before the hearing date.
6. After the judge has heard both sides, the court will decide the case by either dismissing the claim(s), granting a judgment or taking the decision under advisement and entering a written decision (generally within 1 week).
7. If a judgment is granted, it will immediately be certified to the civil docket and a certified copy of the judgment will be provided to the prevailing party at no additional cost. Payment of the judgment shall be made directly to the prevailing party.
8. Upon payment in full, the prevailing party must complete a Satisfaction of Judgment and file it with the court clerk.
9. **A more detailed description of Small Claims Procedures is available from the Clerk of the District Court or by visiting: <https://www.sanjuancountywa.gov/247/Small-Claims>.**