

FILING A SMALL CLAIM BY MAIL

1. **Fill out top portion of claim.** (You are the Plaintiff.)
2. Your court date, time and case number will be set by the clerk and mailed to you.
3. DO NOT DETACH THE COPIES – **Mail all three copies** to the Court along with a **money order for \$39** and a self-addressed stamped envelope. The clerk will file the original and return two filed copies to you by mail.
4. **You must serve a copy of the claim on the Defendant in one of the following ways:**
 - A. Contact a Process Server
 - 1) Make arrangements for delivery of the papers to be served and for payment of service fees.
 - 2) Check with your process server 14 days prior to your court date to assure that the claim has been served.
 - 3) After the papers have been served, be sure that you get an affidavit of service from your process server. Bring the affidavit to court with you on your date of trial. This affidavit will need to be placed in file for Judge's review.
 - B. Certified Mail – Restricted Delivery – Return Receipt Requested
 - 1) After the Defendant has signed for his/her mail, the Post Office will send you a green return card. Be sure to bring this green card to court with you. It is your *proof of service*. This card will need to be placed in file for Judge's review.
 - 2) If you have not received the green card within 14 days of your court date, call the Post Office at the point of delivery to see if the claim was delivered.

Continuances may be requested if you have not been able to serve your claim in time for your scheduled court date.

5. Address any correspondence regarding this matter to:

Whatcom County District Court
311 Grand Avenue Ste 401
Bellingham, WA 98225

Telephone No. 360 676-6770
ext. 50168