

**Whatcom County District Court**

311 Grand Avenue, Suite 401

Bellingham, WA 98225

360-676-6770

**NOTICE OF SMALL CLAIM**

**CASE NO.** \_\_\_\_\_

1. \_\_\_\_\_

**Plaintiff** (First Name, Middle Initial, Last Name)

Business Name (If Applicable)

Address

City/State/ZIP

Daytime Phone Number

2. \_\_\_\_\_

**Plaintiff** (First Name, Middle Initial, Last Name)

Business Name (If Applicable)

Address

City/State/ZIP

Daytime Phone Number

1. \_\_\_\_\_

**Defendant** (First Name, Middle Initial, Last Name)

Name of Registered Agent/Corporate Officer (If Applicable)

Address

City/State/ZIP

Daytime Phone Number

2. \_\_\_\_\_

**Defendant** (First Name, Middle Initial, Last Name)

Name of Registered Agent/Corporate Officer (If Applicable)

Address

City/State/ZIP

Daytime Phone Number

**CLAIM**

I, the undersigned plaintiff, do hereby certify under the penalty of perjury of the laws of the State of Washington, that the defendant named above owes me the sum of \$\_\_\_\_\_ which became due and owing on \_\_\_\_\_.

The amount owing is for:

\_\_\_ Auto Damages – Date of Accident \_\_\_\_\_ \_\_\_ Wages \_\_\_ Loan \_\_\_ Return of Deposit  
\_\_\_ Property Damage \_\_\_ Faulty Workmanship \_\_\_ Merchandise \_\_\_ Other (explain) \_\_\_\_\_

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff Signature

\_\_\_\_\_  
Place Signed (City, State)

**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 Whatcom County District Court, 311 Grand Avenue, Suite 401, Bellingham, Washington on:

\_\_\_\_\_ at \_\_\_\_\_ a.m. / p.m.

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. On your court date, bring two copies of any documents you want the judge to review.

You are further notified that if you do not appear, judgment will be rendered against you in the amount of the claim as stated above, and, in addition, for the costs of the action (\$39.00), plus costs of service of this notice.

Date Issued \_\_\_\_\_ Clerk \_\_\_\_\_

**NOTE: THE COURT STAFF CANNOT GIVE LEGAL ADVICE OF ANY KIND.**  
Further information is available at [www.courts.wa.gov](http://www.courts.wa.gov) and [www.co.whatcom.wa.us/districtcourt](http://www.co.whatcom.wa.us/districtcourt)  
or by pamphlet in the District Court office.

Mediation services are available: Whatcom Dispute Resolution Center, 13 Prospect Street, Suite 201, Bellingham, WA. 360-676-0122

1. When you have been served with an order to appear for trial in an action filed against you in the Small Claims Court, you may, if you do not wish to contest the plaintiff's claim:
  - a. Make an out of court settlement with the plaintiff before the date set for the trial.
  - b. Make no appearance at the trial, in which case the plaintiff will be entitled to a judgment by default for the amount claimed, plus costs.
2. If you wish to contest the claim against you, you must appear on the date set for trial with all record and witnesses needed to establish your defense. You will need to provide copies of your records for the plaintiff and the judge.
3. You are entitled to be served with the "Notice of Small Claim" at least 10 days before the trial date. If you are served less than 10 days before the trial you may:
  - a. File a written request for continuance with the court.
  - b. Appear in court on the trial date, waive your statutory rights to such service and proceed with the trial.
  - c. Appear in court on the trial date and request a continuance.
4. If you have a claim against the plaintiff, you may file a Counterclaim. The Counterclaim must be in writing, and the "Notice of Counterclaim" must be served upon the plaintiff before the trial. Filing fee for a Counterclaim is \$39.00 cash only.
5. If the plaintiff is granted a judgment against you, the plaintiff is entitled to payments of the full amount of the judgment, plus Court costs. Payments may be made directly to the plaintiff or by check or money order to the District Court. Payments made to the court will be recorded and forwarded to the plaintiff. When a judgment has been paid in full, you are entitled to have the plaintiff file a Satisfaction of Judgment with the court clerk.
6. If a judgment is not paid within thirty days, or an appeal is not filed, the party receiving the judgment may proceed to collect as provided by law.