

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

Small Claim Case #: _____

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

Vs

| | |
|---|---|
| DEFENDANT'S NAME (1) - <i>full/legal name</i> | DEFENDANT'S NAME (2) - <i>full/legal name</i> |
| Doing Business As – <i>Company Name if you are a business</i> | Doing Business As – <i>Company Name if you are a business</i> |
| 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 amounting to \$ _____ in this Court; the reasons for which are stated below. *(Don't include the cost to file and serve. YOU CANNOT INCREASE THIS AMOUNT AT TRIAL.)*

TO THE PARTIES: YOU ARE HEREBY NOTIFIED to appear for TRIAL on: _____, at _____ a.m./p.m.

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

CLERK OF COURT: _____

INSTRUCTIONS FOR YOUR TRIAL

WHAT IS AN EXHIBIT? Exhibits are document(s) you present to the Court to help prove your side of the case. Exhibits can be written statements, email/text messages, documents, photographs, and videos. Please read and follow these instructions carefully to make sure that your exhibits are admissible at trial.

1. **Exhibits Are Limited to 20 Single-sided Printed Pages.** The Court must have printed copies of all exhibits to maintain a full record of the trial. This means that photographs, text messages, and other evidence must be printed out and copies given to the Court and the Opposing Party at the time of trial. Contracts, including rental/lease agreements do not count towards the 20-page limit.
2. **All Written Testimony or Statements Must be Signed Under Oath.** All testimony, whether in court or outside of court, must be under oath to be admissible at trial. Written statements must be signed by the person making the statement, under the following attestation: “These statements are made under penalty of perjury under the Laws of the State of Washington.”
3. **Video Requirements.** The Court prefers you submit printed screenshots from a video as exhibits rather than submitting a video, to make things simpler at trial. If a video is necessary to prove your case, it must be **edited** to about one minute in length with a Media USB log describing the one-minute video. You must provide copies of the USB and the log to the Court and Opposing Party at the trial. **YOU ARE NOT PERMITTED TO PRESENT VIDEOS OR AUDIO FILES AS EVIDENCE SIMPLY BY DISPLAYING THEM ON YOUR CELL PHONE OR COMPUTER.**

HOW SHOULD I ORGANIZE MY EXHIBITS? Number your Exhibit packet pages 1 to 20. ****DO NOT STAPLE or use a folder/binder for 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. All exhibits must be on **8.5 x 11 inch paper**.

HOW MANY SETS OF EXHIBITS ARE REQUIRED? **THREE (3) exact identical complete sets** of exhibits with **pages numbered 1 to 20.** (1. Court Copy; 2. Opposing Party Copy; 3. Your Copy) **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*]

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.

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

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. You may email the Court at DCCIVIL@SPOKANECOUNTY.ORG to notify of settlement (you must copy the opposing side on the email to the Court).

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 is available at www.spokanecounty.org/2847/Civil-and--Small-Claims-Cases.*