

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

SMALL CLAIM # _____

PLAINTIFF'S NAME		PLAINTIFF'S NAME	
ADDRESS		ADDRESS	
CITY	STATE	ZIP	
CITY	STATE	ZIP	
HOME PHONE NO	WORK PHONE NO	HOME PHONE NO	WORK PHONE NO

VS.

DEFENDANT'S NAME		DEFENDANT'S NAME	
ADDRESS		ADDRESS	
CITY	STATE	ZIP	
CITY	STATE	ZIP	
HOME PHONE NO	WORK PHONE NO	HOME PHONE NO	WORK PHONE NO

YOU ARE HEREBY NOTIFIED that the above named Plaintiff has filed a claim against you amounting to \$ _____ ; the reasons for which are stated below.

YOU ARE HEREBY FURTHER NOTIFIED to be and appear at Spokane County District Court at the

Broadway Center Building, 721 N. Jefferson, Spokane, Washington on _____ [Date], at _____ a.m./p.m. for trial.

Valley Court Office, 12710 E. Sprague, Spokane Valley, WA 99216 on _____ [Date], at _____ a.m./p.m. for trial.

You are to bring with you any and all papers, contracts and proof needed by you to establish or defend this claim. At the time of trial you must bring any witnesses who will testify on your behalf.

YOU ARE FURTHER NOTIFIED that if you fail to personally appear as directed, a Judgment may be entered against you for the amount claimed, plus Plaintiff's costs of filing and service of the claim upon you. Plaintiff must also appear if a Judgment is to be entered. If Plaintiff fails to appear, the claim may be dismissed. If this claim is settled prior to the hearing date, the parties must notify the Court immediately, in writing.

Clerk

Small Claim # _____

STATEMENT OF CLAIM

I, _____, the undersigned plaintiff, declare that the defendant named above owes me the sum of \$ _____, which became due and owing on _____ [Date]. Plaintiff has demanded payment and Defendant refuses to pay.

The amount owed is for:

- Faulty Workmanship Merchandise Auto Damages-Date of Accident _____
- Wages Loan Return of Deposit Rent Property Damage
- Other _____

Explain reason for claim _____

Do you have a written contract? Yes No

If yes, please submit your contract to the Civil and Small Claims Department **10 days before your hearing date.**

What evidence do you have to prove your claim?

- Receipts Lease Agreement Sworn Witness Declarations Letters/Correspondence
- Text Messages Contract Photos Audio/Video
- Other _____

Prior to trial, would you like to explore mediation as a possible quicker resolution to this matter?

Are you interested in Mediation? Yes No

***Free mediation assistance can be provided from trained law students at Gonzaga University School of Law. You are not required to agree to a negotiated settlement and you have the right to have your case heard by a Judge.*

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

Signed at Spokane, Washington on _____ [Date].

Signature

Print or Type Name