



**UPPER KITTTITAS COUNTY DISTRICT COURT**  
**Darrel R. Ellis, Judge**  
**Diana M. MacKenzie, Administrator**

## **PREPARING A NOTICE OF SMALL CLAIM**

- ⇒ PRINT or TYPE the Notice of Small Claim.
- ⇒ You are the **PLAINTIFF**.
- ⇒ The person(s) you are filing against is/are the **DEFENDANT(S)**.
- ⇒ Prepare the Notice of Small Claim Form
  - ⇒ Fill in the Plaintiff and Defendant information. It is your responsibility to accurately identify the defendant, provide a proper address, and if possible, provide a phone number.
  - ⇒ Fill in the Statement of Claim section.
- ⇒ Sign, date the claim and attach a **\$50.00 check or money order**, made payable to Upper Kittitas County District Court, to:
  - Upper Kittitas County District Court
  - 700 East First Street
  - Cle Elum, WA 98922
- ⇒ Upon receipt the Court Clerk will
  - ⇒ File and assign a Claim Number,
  - ⇒ Schedule and enter a Small Claim Pre-Trial Mediation date,
  - ⇒ Return the filed Plaintiff's and Defendant's copies to you.
- ⇒ Once you receive the filed claim back, **it is your responsibility to have the defendant served**. You **must bring return of service** with you to your court date.
- ⇒ Retain a copy for your records.

**COURT CLERKS ARE NOT ALLOWED TO GIVE LEGAL ADVICE OR ATTEMPT TO PREDICT HOW THE JUDGE MIGHT RULE IN A GIVEN SITUATION.**

Additional information is available in the pamphlet "An introduction to Small Claims Court".

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**700 East First Street ♦ Cle Elum, Washington ♦ 98922**  
**Phone (509) 674-5533 ♦ Facsimile (509) 674-4209**  
**Email: [upperdistrictcourt@co.kittitas.wa.us](mailto:upperdistrictcourt@co.kittitas.wa.us)**  
**Website: [www.co.kittitas.wa.us/courts/upper](http://www.co.kittitas.wa.us/courts/upper)**