



UPPER KITTTITAS COUNTY DISTRICT COURT

Craig Juris, Judge
Kara Lesarge, Administrator

PREPARING 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
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.
- ⇒**Appearance requirements for Small Claim Cases:
Mediation: Mandatory in person appearance. If you wish to appear by phone, you must submit the request in writing within 5 business days of mediation- this request is up to the discretion of the Judge, and it is your responsibility to follow up to confirm if the request has been granted.
- ⇒ 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".

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