

Whitman County District Court, State of Washington
 Small Claims Notice of Claim
 Case Number _____

Plaintiff

Defendant

Name	Name
Street	Street
City/State/Zip	City/State/Zip
Phone	Phone

Notice must be served on Defendant no later than _____

TO THE DEFENDANT –You are hereby notified that Plaintiff has filed a claim for money against you in this court.
 The reasons for the claim and the amount of the claim are stated below.

Defendant is directed and required to appear personally at the Whitman County District Court located at:

Whitman County Courthouse
 400 N Main St, Colfax, WA, 99111
 (509) 397-6260

Pullman Branch
 325 SE Paradise St, Pullman, WA, 99163
 (509) 332-2065

on _____, at _____ o'clock to respond to the claim.

If Defendant fails to appear, judgment will be entered against defendant for the amount of the claim

Statement of Claim

	The reason(s) I claim the Defendant owes me money:
Claim by Landlord Tenant Vehicle Claim Vehicle was not properly repaired Vehicle was repaired but not paid Vehicle was damaged Purchase/sale of vehicle Services Claim Services not properly performed Services performed but not paid Loan Was Not Re-Paid The Item I Purchased Does Not Work My Property Was Damaged I Was Injured Business Transaction Other (Describe)-	

Total amount of money I claim Defendant(s) owes me is \$ _____ ← Amount may not exceed the amounts below.

The total amount of money Plaintiff seeks may not exceed \$5,000 if Plaintiff is a corporation, HOA, partnership or other entity.

The total amount of money Plaintiff seeks may not exceed \$10,000 if Plaintiff is bringing the claim on behalf of Plaintiff personally

TO THE PLAINTIFF- Plaintiff is responsible for having Defendant served with a copy of this claim and the court clerk cannot assist with service. If Plaintiff fails to appear, Plaintiff's claim will be dismissed by the Court.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

_____ Date, Place _____ Signature

Notice to Plaintiff and Defendant

Continuances of the trial date

- **Continuances will be only granted for good cause at the discretion of the Judge.**
 - Either party may appear and request continuance at the scheduled hearing or trial.
 - Requests for continuance of the hearing or trial date due to inability to appear must be in writing, filed with the court, and served on all other parties.
 - The party requesting continuance must appear on the date of the hearing or trial, unless notified in writing by the court that the hearing or trial date has been rescheduled.
- **If Defendant has not been served** with a copy of the claim prior to the pre-trial date, Plaintiff may request a continuance on the date of the Pre-Trial by appearing in court, on the record, at the time set for trial.

Failure to appear

- If Plaintiff fails to appear at the date and time set for trial, the case will be dismissed without prejudice. If Plaintiff thereafter wants to pursue the claim, the claim must be re-filed, and the filing fee must be re-paid.
- If Defendant, who has been properly served with a copy of the Notice of Claim, fails to appear at the date and time set for trial, and Plaintiff appears, upon proof of claim, the Court will enter a judgement by default for the amount requested on the Notice of Claim, plus filing fee and costs.

Pre-Trial and Trial

- **Evidence:** At your **scheduled first hearing** (see Notice of Small Claim for date, time and location) each party shall be responsible for providing **THREE identical hard copies** of any exhibits they seek to admit into evidence and present at trial. The court asks that parties be aware that evidence should be concise and only include items that are necessary to support their argument. If all parties are present with evidence the court will set a Trial date.
 - One copy shall be provided to the opposing party, one copy for the court and one copy for the party admitting the exhibits.
 - If you want the judge to **consider images**, you must print them in color. The judge will not consider images stored on a device such as a cell phone, camera, or laptop because it cannot be made part of the court record.
 - If you want the judge to look at a **video recording**, you must provide 3 thumb drives with the video recording and a device in court to display the video and must have a copy of the video to be kept for the court record.
 - **Exhibits should be no more than 30 pages** (excluding any relevant contracts) and individually numbered.
 - **Parties appearing remotely** may e-mail evidence the day of the pre-trial. In this case, the clerk will collect the evidence and email a copy to each party.
- **The first hearing is called a Pre-Trial Hearing.** At the Pre-Trial the court will schedule the case for a Trial. Most small claims trials take approximately 30 minutes at Trial. If the judge determines that your case will take significantly longer, your case may be rescheduled to a date where more time is available.
- Occasionally, small claims cases cannot be completed in the time available for a variety of reasons. This may result in your case being rescheduled to another time.