



Island County District Court  
800 SE 8<sup>th</sup> Avenue  
Oak Harbor, WA 98277

## SMALL CLAIMS PACKET

- ✓ Defendant's Checklist
- ✓ Brochure: How to Respond to A Small Claim Case
- ✓ Counterclaim Form
- ✓ Declaration of Party or Witness
- ✓ Evidence Cover Sheet

### DEFENDANT'S CHECKLIST

1. Understand which Court you are Summoned To
2. Review the Documents Served
3. (Optional) Decide if you will be filing a Counterclaim. DO NOT File your evidence (exhibits) with the court.
4. (Counterclaim) Serve Each Plaintiff and Obtain Proof
5. (Counterclaim) File Required Forms 5 Days Before Mediation. Proof of Service or return mail receipt signed by each plaintiff, Declaration and Support Documents Regarding Defendant's Military Status
6. Appear for Mediation Hearing. If no settlement, A Trial and Discovery Date Will be Set.
7. Trial Date: Prior to the trial date, make 2 copies of the evidence and the declaration of party or witnesses. Submit evidence and written statement(s) by itemizing the evidence and labeling your Exhibits with a cover sheet (Exhibits, A, B, C through Z). You may (optional) submit a trial brief (no more than one and half pages).
8. Trial Date: Send Evidence to Defendant and file a copy with the Court on \_\_\_\_\_, 20\_\_\_\_.
9. Appear at the Courthouse for Trial (in person) on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ am/pm.