



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

## SMALL CLAIMS PACKET

- ✓ Plaintiff's Checklist
- ✓ Small Claims Brochure
- ✓ Notice of Small Claims and Mediation Hearing
- ✓ Proof of Service / Return of Service
- ✓ Declaration of Party or Witness
- ✓ Evidence Cover Sheet / Small Claim Exhibits

### PLAINTIFF'S CHECKLIST

1. Determine the Proper District Court Jurisdiction (Correct Place to File)
2. Complete the Required Form Notice of Small Claim and obtain the Mediation Date
3. File Notice of Small Claim and Pay Filing Fee. DO NOT File your evidence (exhibits) with the court.
4. Have Each Defendant Served and Obtain Proof
5. Verify the Defendant's Military Status
6. File Required Forms 5 Days Before Mediation. Proof of Service or return mail receipt signed by each defendant, Declaration and Support Documents Regarding Defendant's Military Status
7. Appear for Mediation Hearing. If no settlement, A Trial and Discovery Date Will be Set.
8. 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).
9. Trial Date: Send Evidence to Defendant and file a copy with the Court on \_\_\_\_\_, 20\_\_\_\_.
10. Appear at the Courthouse for Trial (in person) on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_am/pm.