SAN JUAN COUNTY DISTRICT COURT

350 Court Street - P.O. Box 127 - Friday Harbor, WA 98250
360-378-4017 (Tel) - 360-378-4099 (Fax)
dstct@sanjuanco.com

NOTICE OF COUNTERCLAIM

CASE NO. _____

Plaintiff (First Name, Middle Initial, Last Name)

Business Name (If Applicable)

Address

City/State/ZIP

Daytime Phone Number

☐ Interpreter – Language:_____

Defendant (First Name, Middle Initial, Last Name)

Name of Registered Agent/Corporate Officer (If Applicable)

Address

City/State/ZIP

Daytime Phone Number

☐ Interpreter – Language:_____

STATEMENT OF CLAIM

I, the undersigned defendant, do declare that the defendant named above owes me the sum of
$_____, which became due and owing on _____.

The amount owing is for:			
☐ Auto Damages - Date of Accident:		☐ Wages	☐ Loan
☐ Return of Deposit	☐ Property Damage	☐ Faulty Work	☐ Merchandise
☐ Other (explain):			

I certify and declare under penalty of perjury under the laws of the State of Washington that the foregoing
statements are true and correct.

Date:_____   _____   _____
              Place Signed (City, State)   Defendant Signature

NOTICE TO DEFENDANT

In the name of the STATE OF WASHINGTON you, the above named plaintiff, are directed to appear personally
and answer the claim of the above named plaintiff at the San Juan County District Court, 350 Court Street,
Friday Harbor, Washington at the date and time set forth below.

You must be ready for trial and have with you in court, all books, papers, and witnesses needed by you to
establish your defense to the claim. Prepare copies of any documents you want the judge to review in
accordance with the instructions contained on the attached "Notice to Parties – Small Claims – Read This First."

**If you do not appear, judgment will be rendered against you in the amount of the claim stated above,
plus interest and court costs.**

CLERK'S USE ONLY

Small Claims Trial Date and Time				
	Date	Time	By	On
Trial Date:	Tuesday,			
Rescheduled to:	Tuesday,			
Rescheduled to:	Tuesday			

THE COURT STAFF CANNOT GIVE LEGAL ADVICE OF ANY KIND.
Further information is available at www.courts.wa.gov or by pamphlet in the District Court office.

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TO THE PARTIES – SMALL CLAIMS – READ THIS FIRST

1. The defendant is entitled to be served with the Notice of Small Claim at least 10 days before the trial date. If this has not occurred, the defendant may:

   a. File a written request for continuance the court;
   b. Appear in court on the trial date, waive the statutory right to such service and proceed with the trial; or
   c. Appear in court on the trial date and request a continuance.

2. Both the plaintiff and defendant must appear on the date set for the trial with all records and witnesses that will be used in presenting your case.

3. All records you intend to use when presenting your case must be marked with the court's exhibit stickers. A complete set of exhibits must be exchanged with the other side no later than the morning of the trial. **A complete set of exhibits for the judge must be delivered to the court, no later than Friday before the scheduled trial date.**

4. If the defendant fails to appear and has been properly served, the judge may enter a default judgment for the amount requested on the Notice of Small Claim. If the plaintiff fails to appear, the judge will dismiss the case.

5. If the defendant has a claim against the plaintiff, they may file a Counterclaim by completing a Notice of Counterclaim, paying the filing fee for a Counterclaim is $35.00 ($45.00 if filed by mail) and serving the plaintiff. The Notice of Counterclaim must be served upon the plaintiff before the trial date.

6. After the judge has heard both sides, the court will decide the case by either dismissing the claim or claims, or granting a judgment.

7. If a judgment is granted, it will immediately be certified to the civil docket and a certified copy of the judgment will be provided to the prevailing party at no additional cost. Payment of the judgment shall be made directly to the prevailing party.

8. Upon payment in full, the prevailing party must complete a Satisfaction of Judgment and file it with the court clerk.

9. **A more detailed description of Small Claims Procedures is available from the Clerk of the District Court or by visiting: https://www.sanjuanco.com/247/Small-Claims**