

## **Small Claims Instruction Sheet**

- 1.) The Notice of Small Claim **must** be completed in blue or black ink **only**, no pencils can be used.
- 2.) Plaintiff field is to be filled out with your complete address, including City, State, Zip Code and Telephone Number (make sure to include an area code with the telephone number).
- 2.) Defendant field is the person you are filling against. Mailing address **must** be provided and completed including City, State, Zip Code and telephone number, (again make sure to include area code with the telephone number).
- 3.) Complete address information is needed by the Court. Resetting of the Court Date may require the Court to mail notice of hearing reset to all parties.
- 4.) The bottom of the first page and top of second page sections are for the Court's use. The next section to be filled out by the Plaintiff is the Statement of Claim.
- 5.) After completion of the Statement of Claim, the Notice of Small Claim must be signed by you and is signed under penalty of perjury. This can be filed at the District Court office in Ephrata or mailed.
- 6.) The completed signed form must be returned in its entirety. The Small Claims information packet is to be retained for your future information.
- 7.) Included with the completed form must be a Cashiers Check or Money Order in the amount of \$24.00 made payable to Grant County District Court, if filing by mail. Please enclose a stamped, self-addressed envelope. **If you file in person, the \$24.00 filing fee must be paid in Cash Only at Grant County Court House, 35 C Street NW, 1<sup>st</sup> Floor, Ephrata, Washington.**

After receipt of the completed form by the District Court office, the Claim will be processed and mailed back to you with further instructions on how-to proceed. Please retain for your personal records copies of **all** related paperwork.

Grant County District Court  
Civil Department