

**KITSAP COUNTY DISTRICT COURT
CASE INFORMATION COVER SHEET – SMALL CLAIMS**

Court Case Number _____

Plaintiff/Petitioner: _____

Defendant/Respondent: _____

Amount of Suit: \$ _____

Please check one category that best describes this case for indexing purposes. Accurate case indexing saves time in docketing new cases and assists in forecasting needed judicial resources. Cause of action definitions are listed on this form. Thank you for your cooperation.

- | | |
|---|---|
| <input type="checkbox"/> Automobile Damages (AUT) | <input type="checkbox"/> Open Account (OPA) |
| <input type="checkbox"/> Breach of Contract (BRE) | <input type="checkbox"/> Personal Injury (PIN) |
| <input type="checkbox"/> Commercial Electronic Mail (CEM) | <input type="checkbox"/> Property Damages (PRP) |
| <input type="checkbox"/> Damage Deposit (DD) | <input type="checkbox"/> Property Damages-Gangs (PRG) |
| <input type="checkbox"/> Sister State Deposition (DEP) | <input type="checkbox"/> Rent (REN) |
| <input type="checkbox"/> Goods and Services (GS) | <input type="checkbox"/> Restitution (RES) |
| <input type="checkbox"/> Lease Agreement (LA) | <input type="checkbox"/> Services Rendered (SER) |
| <input type="checkbox"/> Loan (LOA) | <input type="checkbox"/> Wages (WAG) |
| <input type="checkbox"/> Mental Health (MI) | <input type="checkbox"/> Written Instrument (WR) |
| <input type="checkbox"/> NSF Check (NSF) | <input type="checkbox"/> Other |

See Reverse for Case Information Category Definitions

If you cannot determine the appropriate category, please describe the cause of action below:

Please Note: Public information in court files and pleadings may be posted on a public Web site.

CASE INFORMATION DEFINITIONS

- Automobile Damages**-Complaint involving damage to an automobile.
- Breach of Contract**-Complaint involving monetary dispute where a contract is involved.
- Commercial Electronic Mail**-Complaint involving receipt of unsolicited commercial email
- Damage Deposit**-Request for return of a damage deposit.
- Sister State Deposition** –Request for a deposition order for a matter from another state; no Suit Amount.
- Goods and Services**-Money owed for goods and services rendered.
- Lease Agreement**-money owed on lease agreement.
- Loan**-Money due on a loan.
- Mental Illness**-Petition for involuntary treatment for an adult who is incapacitated by mental illness.
- Mental Illness-Juvenile** - Petition for involuntary treatment for a juvenile who is incapacitated by mental illness.
- NSF Check**-Check written with non-sufficient funds in the account.
- Open Account**-Money due on a revolving account.
- Personal Injury**-Complaint involving physical injury.
- Property Damage**-Complaint involving damage to property.
- Property Damage –Gangs** –Complaint involving damage to property related to gang activity.
- Rent**-Money due for rent owing.
- Restitution**-Petition for restoring property or proceeds, not an unlawful detainer.
- Services Rendered**- Money due for services rendered.
- Wages**-Money owed for wages earned.
- Written Instrument**-Money owed based upon a written instrument such as a promissory note, contract, etc.
- Other**-Used when other cause codes do not apply.

KITSAP COUNTY DISTRICT COURT, STATE OF WASHINGTON

SMALL CLAIMS NOTICE OF CLAIM

PRINT CLEARLY

CASE NUMBER _____

PLAINTIFF

DEFENDANT

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

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.

TO THE PARTIES –

Both parties are required to appear at the mandatory pre-trial hearing set by Kitsap County District Court. You must appear by Zoom. Zoom information is located on our webpage (Kitsapgov.com/dc under “Virtual Courtrooms”). Your hearing is set for Courtroom #203 on **Wednesday, _____, at 8:30 AM.** The court is located at 614 Division Street, Port Orchard, WA. Any evidence must be exchanged between the parties prior to this date.

If Defendant fails to appear, judgment will be entered against defendant for the amount of the claim. If Plaintiff fails to appear, Plaintiff’s claim will be dismissed by the Court.

STATEMENT OF CLAIM

The Reason(s) I Claim The Defendant Owes Me Money	Itemized List Of Amount(s) The Defendant Owes Me		
	Date Owed	Amount	Description of Amount Owed
<input type="checkbox"/> Claim by <input type="checkbox"/> Landlord <input type="checkbox"/> Tenant			
<input type="checkbox"/> Vehicle Claim		\$	
<input type="checkbox"/> Vehicle was not properly repaired		\$	
<input type="checkbox"/> Vehicle was repaired but not paid		\$	
<input type="checkbox"/> Vehicle was damaged		\$	
<input type="checkbox"/> Purchase/sale of vehicle		\$	
<input type="checkbox"/> Services Claim		\$	
<input type="checkbox"/> Services not properly performed		\$	
<input type="checkbox"/> Services performed but not paid		\$	
<input type="checkbox"/> Loan Was Not Re-Paid		\$	
<input type="checkbox"/> The Item I Purchased Does Not Work		\$	
<input type="checkbox"/> My Property Was Damaged		\$	
<input type="checkbox"/> I Was Injured		\$	
<input type="checkbox"/> Business Transaction		\$	
<input type="checkbox"/> Other (Describe)–		\$	
Total amount of money I claim Defendant(s) owes me is – \$ _____ ← This 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 legal 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. The court clerk cannot assist with service.

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

DATE AND PLACE: _____

PLAINTIFF