

**KITSAP COUNTY DISTRICT COURT
STATE OF WASHINGTON**

(1) _____, (2) _____ <p style="text-align: center;">Plaintiff,</p> <p style="text-align: center;">v.</p> <p>(1) _____, (2) _____ <p style="text-align: center;">Defendant.</p></p>	No. _____ SMALL CLAIMS NOTE FOR MOTION DOCKET ___ AMENDED
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To – THE CLERK OF THE COURT; AND

To – _____ .

PLEASE TAKE NOTICE that the undersigned will bring on for hearing before the above-entitled Court the following motion – _____ .

The hearing on the motion is to be held on (date) _____ at (time) _____ in courtroom 203. Kitsap County District Court is located at 614 Division Street, Port Orchard, WA 98366.

IMPORTANT NOTICE

Do not file this form with District Court until you have read and complied with “How To Schedule A District Court Motion Hearing” on page 2.

DATED – _____

/s/ Signed Electronically

[Note – By typing your name, you intend to sign electronically and agree your electronic signature is the same as a handwritten signature for the purpose of validity, enforceability, and admissibility.]

HOW TO SCHEDULE A DISTRICT COURT MOTION HEARING

1. **COURTESY** – Unless a court order prohibits contact, you should first confer in advance with all opposing parties (or their attorney if represented) to confirm their availability on the date and time you have requested for your motion hearing. Your failure to do so may result in the motion hearing date being continued due to the unavailability of an opposing party or their attorney.
2. **CONTACT COURT STAFF IN ADVANCE** – You must also contact District Court staff in advance to confirm the court’s availability on the date and time being requested for your motion hearing. Court staff may be contacted –
 - Through the chat feature at the Court website (www.kitsap.gov/dc); or
 - By email (districtcourt@kitsap.gov); or
 - By telephone (**360-337-7109**).
3. **FILE DOCUMENTS WITHIN ONE JUDICIAL DAY** – After you receive confirmation from court staff that a motion hearing date and time is available, you must within one judicial day file with District Court both – (a) your written motion; and (b) this completed Note For Motion Docket form.
4. **HEARING DATE AND TIME WILL THEN BE OFFICIALLY SCHEDULED.** Court staff will not schedule any hearing until both your written motion and this Note For Motion Docket form are filed with the court. Your failure to timely file these documents may result in the case not being scheduled on your selected date because your requested court date might have become full before you filed these documents.
5. **SERVICE OF DOCUMENTS ON ALL OPPOSING PARTIES** – It is your responsibility to promptly serve your written motion and this Note For Motion Docket form on all opposing parties or their attorney. Your failure to do so may result in the motion hearing date being continued due to the unavailability of an opposing party or their attorney. See the Declaration Of Service form on the District Court website (www.kitsap.gov/dc) for proper methods of serving these documents on an opposing party or their attorney.
6. **TIMING OF SERVICE** – All opposing parties must be served with your motion and this Note For Motion Docket form not later than 5 days before the date the motion hearing is scheduled. If you serve these documents on an opposing party or their attorney by mail, 3 additional days shall be added to the minimum 5 day notice requirement. CRLJ 6(d) and (e); CrRLJ 8.1(c).
7. **DECLARATION OF SERVICE** – You must promptly file with District Court a separate Declaration Of Service form for each opposing party showing that each party or their attorney was properly served with your motion and this Note For Motion Docket.