

ISLAND COUNTY DISTRICT COURT

1) _____,
2) _____,

Plaintiff(s),

Vs.

1) _____,
2) _____,

Defendant(s).

No: _____

NOTICE OF SMALL CLAIM AND MEDIATION HEARING

NOTICE TO THE DEFENDANT(S): The plaintiff has filed a small claim against you. A concise description of the claim is on page 2. Your case is scheduled for a mandatory mediation hearing. Read the Packet for Small Claims Defendant for information about the court process.

NOTICE OF MEDIATION HEARING DATE: (To be completed by the clerk when Plaintiff files the claim)

Date: _____ Time: _____

Judge: _____ Courtroom: _____

Login: <https://www.islandcountywa.gov/980/Appearing-By-Video> (video appearance-mediation only)

MEDIATION HEARINGS ARE SCHEDULED IN PERSON OR REMOTELY VIA ZOOM: Trained mediators will appear in person and remotely to assist you in the mediation process.

REMOTE HEARING INSTRUCTIONS: Appear remotely by using an electronic device with audio and video capabilities. Prepare for your hearing and comply with the following:

1. Download the Zoom application prior to your hearing date. Learn how to log in, change your display name, connect and test your audio, mute/unmute your audio and turn your video off/on.
2. Find a location in your home where you will be uninterrupted by people, pets and noise. Please review the "Courtroom Etiquette When Appearing Remotely" on the Island County District Court webpage (<https://www.islandcountywa.gov/980/Appearing-By-Video>). At the bottom on this page there is also a link (A picture of courtroom No. 1) to login into court by Zoom.
3. Login by going to the bottom of the Island County District Court page – Appearing by Video (<https://www.islandcountywa.gov/980/Appearing-By-Video>) - press on the picture of Courtroom No. 1.
4. Change your display name to your first and last name (required to be admitted to the hearing).
5. Remain on mute until your case is called. Please be patient.

MEDIATION IS MANDATORY: Appearance and participation in mediation is required. If you fail to appear as directed, a judgment may be entered against you for the amount claimed plus filing and service fees.

IDENTIFICATION OF THE PARTIES: (To be completed by the plaintiff as thoroughly as possible)

Plaintiff No. 1 _____	Plaintiff No. 2 _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Defendant No. 1 _____	Defendant No. 2 _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____
Email: _____	Email: _____

STATEMENT OF CLAIM: I, the undersigned plaintiff, declare:

- 1) The defendant owes me: \$ _____ (amount of damages sought).
- 2) This amount became due on: _____ (date).
- 3) The defendant owes me this amount for: Damage to Personal Property Rent Return of Deposit Faulty Workmanship Wages Loan Automobile Accident Goods Sold
 Other: _____
- 4) Concise Description of Claim: _____

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. Signed at _____ (city), _____ (state) on _____ (date)

Plaintiff's Signature

YOU ARE DIRECTED TO APPEAR personally before the above-entitled court at the above hearing date and time and answer the claim of the Plaintiff. **IF YOU FAIL TO APPEAR, A JUDGMENT WILL BE ENTERED AGAINST YOU IN THE AMOUNT OF THE REQUESTED CLAIM, PLUS INTEREST AND COURT COSTS.**