



Snohomish County District Court
 Cascade Everett Evergreen South

1) _____

2) _____

Plaintiff(s),

vs.

1) _____

2) _____

Defendant(s).

No: _____

NOTICE OF SMALL CLAIM AND MEDIATION HEARING

Small Claims Department

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: *(To be completed by the clerk when the plaintiff files the claim)*

Date: _____	Time: _____
Judge: _____	Dept.: _____
Login: www.snohomishcountywa.gov/5995	<i>(Link to judge / Dept. above)</i>

MEDIATION HEARINGS ARE SCHEDULED TO BE HELD REMOTELY VIA ZOOM: Trained mediators will appear remotely; it is best for you to appear remotely as well. However, if you are not able to appear from an electronic device, you may appear at the courthouse.

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 and practice with the Zoom application prior to your hearing date. Learn how to log in, change your display name, connect your audio, mute/unmute your audio and turn your video off/on.
- (2) Find a QUIET INDOOR LOCATION, preferably alone in a room. Do not appear outside. Do not appear from a vehicle. Use earbuds or headphones to free up your hands for taking notes.
- (3) Appear from a location with a strong data connection, preferably *wifi*.
- (4) Dress and behave appropriately for court – as if you were physically in the courtroom with the judge.
- (5) Log in by going to www.snohomishcountywa.gov/5995 at least 10 minutes prior to your scheduled hearing; click the link for the assigned judge and department indicated above.
- (6) Change your display name to your first and last name (required to be admitted to the hearing).
- (7) Remain muted until your case is called. 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. Go to www.VOAWW.org/drc for more information about mediation.

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

<u>PLAINTIFF #1:</u>	<u>DEFENDANT #1:</u>
Mailing Address: _____ _____	Mailing Address: _____ _____
Phone: _____	Phone: _____
Email: _____	Email: _____
<u>PLAINTIFF #2:</u>	<u>DEFENDANT #2:</u>
Mailing Address: _____ _____	Mailing 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:

- Automobile Accident Wages Loan Goods Sold Rent Property Damage
 Faulty Workmanship Return of Deposit 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

INTERPRETERS: If an interpreter is needed for you to fully and equally participate in mediation, please contact the court immediately at (425) 388-3893 or support.sdc-interpreter@snoco.org. The court will need time to secure the presence of an interpreter. An interpreter will be provided at no expense to you.

DISABILITY ACCOMMODATION: If you need an accommodation for a disability in order to fully and equally participate in mediation, please follow the instructions at www.snohomishcountywa.gov/5990.