Mason County District Court
419 N. 4th St / PO Box "O"
Shelton, WA. 98584
(360) 427-9670 ext. 339

IN THE SMALL CLAIMS DEPARTMENT
INSTRUCTIONS FOR FILING SMALL CLAIMS

1. Read all instructions carefully before beginning.
2. Fill in all areas indicated on the notice of small claims form.
3. The Notice of Small Claim form must have the certification and declaration section filled in and signed by the plaintiff for the form to be complete. Give the completed form, with your filing fee of $50.00 in the form of a check or money order made payable to Mason County District Court, to the clerk assisting you.
   If you live outside Mason County, this may also be accomplished by mailing the form and filing fee to the court along with a self-addressed stamped legal size envelope so the court can return your copy and the service copy to you. **If a self-addressed stamped envelope and check do not accompany your claim, it will not be processed.**
4. When you receive your copies, you must have the claim served on the defendant(s). (see instruction package for methods of service).
5. If you have any questions, please feel free to contact the court. However, please be advised that the court clerks cannot give you any legal advice and have been specifically ordered not to by the court.
   Before starting, make sure you have thoroughly read all attached instructions.
6. It is the responsibility of the person filing the suit to submit proof of service to the court **before** the court date. Make sure the court case number is on the proof of service

Continuances and dismissals:

1. Occasionally it is necessary for a case to be continued *(postponed).* Requests for continuances must be made in writing, detail the reason for the request, be signed by the party requesting it, and be served *(delivered)* to the other party as well as filed with the clerk at least five (5) days in advance of the scheduled hearing date *(except in life threatening or similar emergency).* You must ask for the continuance as soon as facts requiring the continuance become known to you. The request may not be granted, so check with the clerk for the court decision on the request.
2. If the Plaintiff wants the claim dismissed (dropped) for any reason to include settlement etc., a Motion for Dismissal MUST be filed with the court prior to the hearing date.

Payment received after Judgment:

After Judgment has been entered and the prevailing party has received payment in full, the Plaintiff needs to file a Satisfaction of Judgment with the court so that the case may be closed.

FOR ADDITIONAL INFORMATION –

Please read "An Introduction to small claims – brochure"

Thank you.