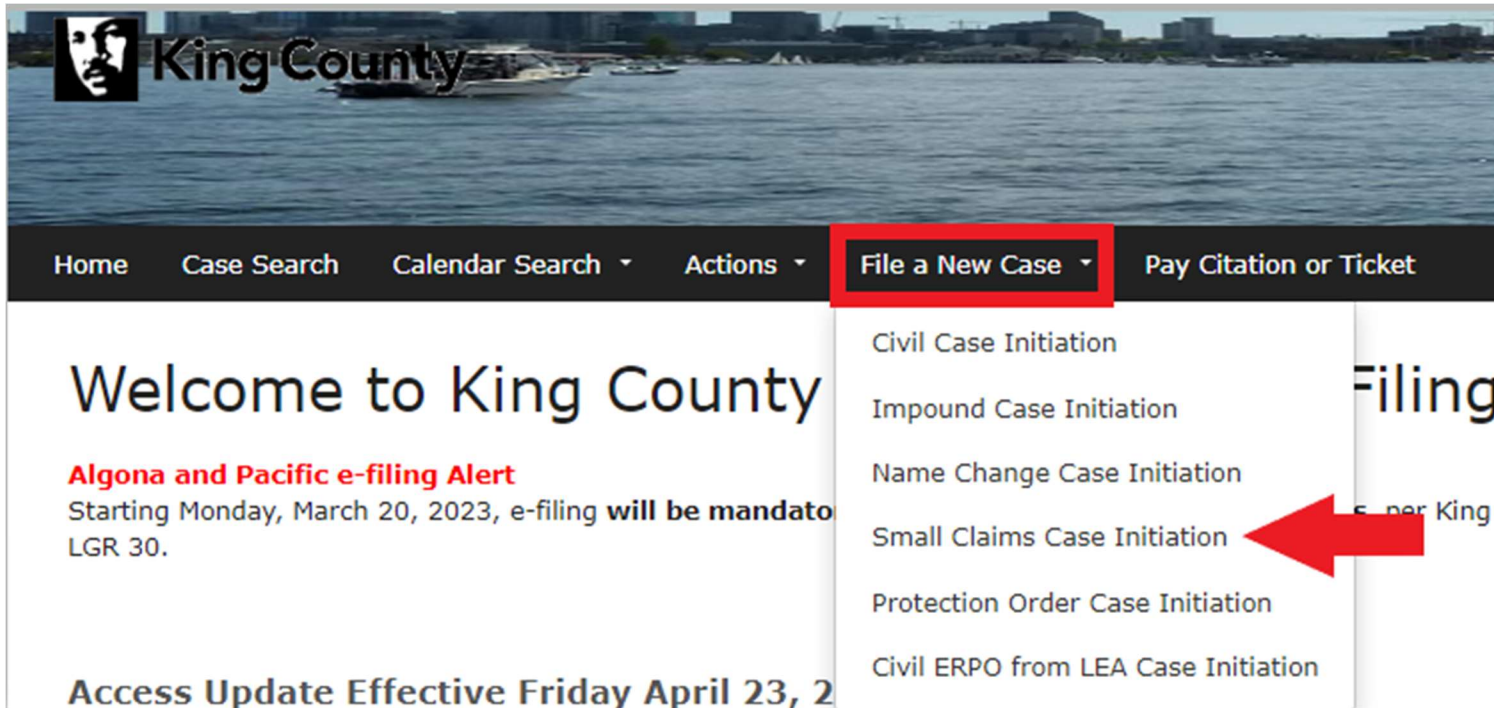


Guided Small Claims Case Initiation

King County District Court customers can sign up for a free e-filing portal account to submit their Small Claim case. After they register for an account, they can login and click on File a New Case, then select Small Claims Case Initiation



That will take them through the Guided Interview as displayed below:

Guided Small Claims Case Initiation-Portal

Next Step →

Steps

☑ Hello!

Acknowledgments

What will happen after
I file the case?

Let's begin with some
basic case information
*

Tell us about you *

Who are you suing? *

Why are suing this
company or person?
What happened? *

Certification

▼ Hello!

We understand you wish to initiate a Small Claim case. This program will help you to complete a Notice of Small Claim form and file your case by conducting an interview, that is, by providing questions for you to answer in plain language. This program will not provide legal advice.

More information on the Small Claims process is available on our website:

- [Small Claims.](#)
- [How to Prepare, File and Serve a Claim.](#)

Are you ready to begin? Please click the "Next Step" button to move to the next section to review acknowledgments and begin the interview. All fields marked with an asterisk * are required. When you are finished with the questions and are ready to file, select '**Proceed**' at the bottom of the page. This will route you to a new page to pay the \$50.00 filing fee.

If you receive a red error or yellow warning after you click the Proceed button, you will need to resolve the data issue and then upload your documents again, even if the file names still appear.

Next Step →

Guided Small Claims Case Initiation-Portal

← Previous Step

Next Step →

Steps

✓ Hello!

☑ Acknowledgments

What will happen after I file the case?

Let's begin with some basic case information *

Tell us about you *

Who are you suing? *

Why are you suing this company or person?
What happened? *

Certification

▼ Acknowledgments

- I understand that the filing fee is \$50.00 and will be required at the end of this interview to initiate the case with the court.
- I understand the dollar amount I'm trying to recoup cannot exceed \$10,000 in cases brought by a person. The limit for all other cases brought by a business, corporation, or other business entity, cannot exceed \$5,000.
- I understand that my claim needs to be proper or the case might be dismissed with no refund. To read more about proper claims please review the information on our website: [Small Claims](#).
- I am at least 18 years of age or older.
- The clerk of the court may assist you with forms and general information about the process but is not allowed to give legal advice.
- Washington State has open courts. That means that in an almost all case types, a document filed in a court case is a public record. Small claims documents are public records.
- Exhibits, attachments, or other evidence may not be filed prior to trial.

← Previous Step

Next Step →

Guided Small Claims Case Initiation-Portal

← Previous Step

Next Step →

Steps

✓ Hello!

Acknowledgments

☑ What will happen after I file the case?

Let's begin with some basic case information *

Tell us about you *

Who are you suing? *

Why are suing this company or person?
What happened? *

Certification

What will happen after I file the case?

Once you complete this interview and pay for the case, the Notice of Small Claims and case will be created with King County District Court.

Upon acceptance of your filing, conformed copies of the Notice will be emailed to you, or will be made available for pickup at any KCDC Court Location.

The clerk will set a Pretrial Conference Hearing and will prepare a packet with information for you and one packet for each party you are suing. These packets will be mailed to you at the address provided. **Do not initiate service until you have received these packets.** Information regarding service to the other party will be included in the packet.

← Previous Step

Next Step →

← Previous Step

Next Step →

Steps

✓ Hello!

✓ Acknowledgments

✓ What will happen after I file the case?

☑ Let's begin with some basic case information

Tell us about you

Who are you suing?

Why are suing this company or person?
What happened?

Certification

Let's begin with some basic case information

Where would you like to file your case?*

What is the reason for your filing?*

How much money are seeking to recoup?*

When was the money due and owing?*



*****Please note that although you can select to file your case at any of our court locations, your hearings might be set at a different location for mediation or any other hearing type depending on the court's availability.*****

The packet mailed to you will indicate the location of your hearing and how to appear for that hearing.

← Previous Step

Next Step →

[← Previous Step](#)[Next Step →](#)

Steps

✓ Hello!

✓ Acknowledgments

✓ What will happen after I file the case?

Let's begin with some
✓ basic case information

☑ Tell us about you *

Who are you suing? *

Why are suing this
company or person?
What happened? *

Certification

▼ Tell us about you *

⊞ ⊞ ⊞ If there is more than one person suing, click on the hyperlink [Tell us about you](#) at the end of the page to add the information for the second party

If you are a company, what is the name of your company? If you are not a company, what is your last name? What is your first name? What is your middle name? Name Suffix Do you need an interpreter? Select Language if Needed

▼ If we need to mail documents to you, what address should we send them to? *

Address Type* ML - Mailing Address ▼

Address 1* Address 2 Zip* City*

State* WA - Washington ▼

County

Country United States ▼

▼ what is your email address and phone number? *

Email Telephone Type

Telephone Number (____) ____-____

Extension

[← Previous Step](#)[Next Step →](#)

Steps

✓ Hello!

Acknowledgments

What will happen after
I file the case?Let's begin with some
basic case information

Tell us about you *

☑ Who are you suing? *

Why are suing this
company or person?
What happened? *

Certification

▼ Who are you suing? *

⊖ ⊕ ⌕ If you are suing multiple parties, click on the hyperlink **Who are you suing?** at the end of the page to add the information for the second party

Is it a company? If so, what is the name of the Company?

If you are suing a company, you may need to know the Registered Agent information and confirm they are doing business in WA to properly serve all the documents. You can find the Registered Agent by searching the business name on the Secretary of State's Website [Washington Secretary of State - Corporations](#).

If it's not a company, what is the person's LAST name? What is their first name? What is their middle name? Name Suffix

▼ what is their address? *

Address Type* ML - Mailing Address ▼

Address 1* Address 2 Zip* City*

State* WA - Washington ▼

County

Country US - United States ▼

▼ Do you have additional contact information for them? ⌕

Email Telephone Type Telephone Number (____) ____-____

Guided Small Claims Case Initiation-Portal

← Previous Step

Next Step →

Steps

✓ Hello!

Acknowledgments

What will happen after
I file the case?

Let's begin with some
basic case information
*

Tell us about you *

Who are you suing? *

Why are you suing this
company or person?
What happened? *

Certification

Why are you suing this company or person? What happened? *

Please be specific but note that there is a 500-character limit. You will get an opportunity to discuss the details at the hearing.*

← Previous Step

Next Step →

Guided Small Claims Case Initiation-Portal

← Previous Step

Steps

✓ Hello!

✓ Acknowledgments

✓ What will happen after I file the case?

✓ Let's begin with some basic case information

✓ Tell us about you

✓ Who are you suing?

✓ Why are suing this company or person? What happened?

☑ Certification

← Previous Step

▼ Certification

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signature**

City and State where document is signed**

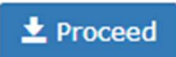
Date**

05/09/2023



This is the last page of the interview, please take time to go back and review all the information entered in each tab and confirm it is correct. If you believe all the information is correct, please click the "Proceed" button at this time to submit your filing and pay for your case. Thank you!


↓ Proceed

 Proceed

After clicking the customer will be asked to pay for the selected items:

Approved Filings (Pending Payment)

<input type="checkbox"/>	Ref No. ▲	eFiling Title	Type	Action
<input checked="" type="checkbox"/>	203943	Case_242	Submission	Delete / View



Process Payment

Filing Information

Reference No	JTI Ref. No.	eFiling Title	Document	Fees	Paid	Balance
203943	f24326d2916f	Case_242	755810 - Notice of Small Claim	\$ 50.00	\$ 0.00	\$ 50.00
Total				\$ 50.00	\$ 0.00	\$ 50.00

Payment Options

Select your payment method.

Payment - You will be taken to another page to complete your transaction. DO NOT refresh your browser while processing your payment.

This directs them to Point and Pay.

The screenshot shows the King County eFiling interface. At the top, the King County logo is displayed. Below it, a progress bar indicates three steps: 1. Review (active), 2. Payment, and 3. Submit. The main heading reads "Please review your cart". A table below lists the cart items:

TYPE	ACCOUNT NUMBER	AMOUNT
eFiling	23129	\$50.00

At the bottom of the table, there are two buttons: "BACK" and "NEXT". The "NEXT" button is highlighted with a red border. Below the buttons, the text "Powered by PointsPay" is followed by links for "Terms and Conditions", "Privacy Policy", and "Support".

Customer fills out required information and clicks Next.

The screenshot shows the King County eFiling interface for selecting a payment method. At the top, the progress bar shows: 1. Review, 2. Payment (active), and 3. Submit. The main heading reads "Choose your preferred method of payment". There are two radio button options: "Credit or Debit Card" (selected) with a "\$4.00 service fee" and "Electronic Check" with a "\$1.00 service fee". Below this, a note states: "Fields marked with an asterisk are required". The form contains the following fields:

- NAME ON CARD***: Text input field.
- CARD NUMBER***: Text input field with the prompt "Please enter Card Number".
- CARD TYPE**: Dropdown menu with icons for VISA, Mastercard, American Express, and Discover.
- EXPIRY***: Two dropdown menus for "MM" (set to 01) and "YY" (set to 2020).
- CVV***: Text input field (set to xxx).
- FIRST NAME*** and **LAST NAME***: Text input fields.
- ADDRESS LINE 1*** and **ADDRESS LINE 2**: Text input fields.
- CITY***, **STATE** (set to Washington), and **ZIP CODE***: Text input fields.
- PHONE NUMBER*** and **EMAIL ADDRESS***: Text input fields.

At the bottom of the form, there are two buttons: "BACK" and "NEXT". The "NEXT" button is highlighted with a red border. Below the buttons, the text "Powered by PointsPay" is followed by links for "Terms and Conditions", "Privacy Policy", and "Support".

Customer reviews payment and agrees to terms and conditions.

Review your payment details

with the fees associated with using this service. When you are ready to submit your payment, please review and accept the Terms and

TYPE	ACCOUNT NUMBER	AMOUNT
eFiling	23129	\$50.00
Subtotal		\$50.00
Convenience Fee		\$1.49
Total:		\$51.49

I agree to the [Terms and Conditions](#)

Customer will see a receipt and get an email confirmation of the payment.

Receipt

King County District Court

Information

Reference No	JTI Ref. No.	eFiling Title	Document	Fees	Paid	Balance
203943	f24326d2916f	Case_242	755810 - Notice of Small Claim	\$ 50.00	\$ 0.00	\$ 50.00
Gateway Service Fee				\$ 1.49	\$ 1.49	\$ 0.00
Total				\$ 51.49	\$ 1.49	\$ 50.00

Payment Information

Date: 2023, May 24 23:47:25

Amount: \$ 50.00

Service Fee: \$ 1.49

This amount was charged by the payment gateway, separated from the Court filing fees.

Payor: Dulce Diaz

Payment Type: Credit Card

Card Type: VISA

Payment Transaction ID: 6322396

Authorization Code: 6322396