



IN THE DISTRICT COURT OF SPOKANE COUNTY WASHINGTON

E-FILE INSTRUCTIONS FOR SMALL CLAIMS

You may complete and file a Notice of Small Claims on-line by visiting
<https://www.spokanecounty.org/4981/Small-Claims-Pre-filing-form>

****PLEASE OPEN THE E-FILING FORM IN ADOBE/READER
or MICROSOFT EDGE BROWSER****

WHAT YOU NEED TO FILL OUT THE FORM:

1. You will need the complete name(s), addresses, phone numbers and if possible, email address for all litigants.
2. The amount you would like to claim (for a natural person = \$10,000; for a business = \$5,000)
3. Hearing Date and Time: *This section will be completed by the Court Clerk.*

HOW TO SIGN THE FORM:

You will need to add your signature on the form. Web browsers generally do not offer tools for drawing/importing a signature. It is best to NOT open the form in a browser window (As you may not be able to “affix” your signature on the form.) Some options for signing...

1. Download the file and open the file in Adobe/Reader – Click the option for “Fill & Sign” to affix your signature. Resave the file.
2. Open the file in Microsoft Edge browser – Click the “Draw” tool to affix your signature using your mouse. Save the file to your device.
3. Use some other tool to overlay your signature to the file. Save the file to your device.

HOW TO FILE THE FORM:

1. Save the form to your computer/device.
2. Email it to DCCIVIL@SPOKANECOUNTY.ORG

A Court Clerk will contact you regarding payment of the filing fee within 24 to 48 hours.

If you have any questions, please email DCCIVIL@SPOKANECOUNTY.ORG or contact the Civil/Small Claims Department at (509) 477-4770 option 8.

*****Please note: There will be a service charge of \$2.99 for using your debit/credit card*****