

**KITSAP COUNTY CLERK'S OFFICE  
PROCEDURE**

**CIVIL** \_\_\_\_\_ **EXECUTION ON A CONTRACTOR'S BOND**

**RCW18.27  
RCW 18.27.040**

Prior to filing with the Clerk's office, the plaintiff should determine the registration number and the business license number of the defendant by contacting the Department of Labor & Industries at the address below or at <https://secure.lni.wa.gov/verify/>

Contractor's Registration Section  
PO Box 44450  
Olympia, WA 98504-4450  
(360) 902-5226

- File Summons and Complaint as a civil action. The filing fee is \$240.00.
- **To serve the contractor's bond:** You must send L&I 3 copies of your Summons & Complaint form. Include a \$55 check made out to the Department of Labor & Industries for the processing fee. Send by certified or registered mail to the following address:

Department of Labor & Industries  
Contractor Registration  
PO Box 44450  
Olympia WA 98504-4450

- L&I will serve the contractor and the bond company with the lawsuit.
- To serve the contractor and/or his business you will need additional copies of the summons and complaint served through a third party. See the phone book/internet for process servers.
- L&I will send copies of the transmittal letters back to you as proof of the contractor having been served. The suit is only for the amount available in the surety bond.
- Keep a copy of the Summons & Complaint for your records.
- When your case concludes, if you win, you must send a copy of the Judgment and Order to [Labor & Industries](#) within 10 days of the judgment or settlement. If the contractor wins, they are responsible for sending us a copy of the settlement or judgment within 10 days.

*For more information, visit [www.lni.gov](http://www.lni.gov).*



IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON  
IN AND FOR THE COUNTY OF KITSAP

\_\_\_\_\_ Plaintiff(s),

No. \_\_\_\_\_

**Vs**

**SUMMONS (20 DAYS)**

\_\_\_\_\_ Defendant(s).

**TO THE DEFENDANT:**

A lawsuit has been started against you in the above-entitled Court by:

\_\_\_\_\_, Plaintiff.

Plaintiff's claim is stated in the written complaint, a copy of which is served upon you with this Summons.

In order to defend against this lawsuit, you must respond to the Complaint by stating your defense in writing, serve a copy upon the person signing this summons within 20 days after the service of this summons, excluding the day of service, and file a copy with the court named above. If you do not, a default judgment may be entered against you without prior notice. A default judgment is one where Plaintiff is entitled to what he asks for because you have not responded. If you serve a Notice of Appearance on the undersigned person,, you are entitled to notice before a default judgment may be entered.

You may demand that the Plaintiff file this lawsuit with the Court. If you do so, the demand must be in writing and must be served upon the person signing this summons. Within fourteen (14) days after you serve the demand, the Plaintiff must file this lawsuit with the Court, or the service on you of this summons and complaint will be void.

If you wish to seek the advice of an attorney in this matter, you should do so promptly so that your written response, if any, may be served and filed with the Court on time.

This Summons is issued pursuant to Rule 4 of the Superior Court Civil Rules of the State of Washington.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff



IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON  
IN AND FOR THE COUNTY OF KITSAP

\_\_\_\_\_  
Plaintiff(s),

VS.

**COMPLAINT FOR MONEY  
DUE AND TO ENFORCE  
CLAIM AGAINST  
CONTRACTOR'S BOND**

\_\_\_\_\_  
Defendant(s).

**COMES NOW PLAINTIFF,** \_\_\_\_\_ by and  
through its attorney of record, \_\_\_\_\_, and alleges as follows:

I.

Defendant(s) \_\_\_\_\_ is/are a single person OR are  
husband and wife and constitute a marital community under the laws of the State of  
Washington, and do business as \_\_\_\_\_ and is/are  
licensed under contractor=s license number \_\_\_\_\_.

II.

Defendant(s), \_\_\_\_\_ is/are an insurance corporation,  
and pursuant to the provisions of RCW 18.27, effective 10-31-97, above-named Defendant(s)  
has filed a surety bond running to the State of Washington, conditioned that the Defendant(s)  
would pay all persons and subcontractors furnishing labor and materials to said Defendant(s).

The Plaintiff(s) falls/fall within the category of creditors designated to be protected by the  
provisions of said statute.

III.

From \_\_\_\_\_ (date) to \_\_\_\_\_ (date) the Plaintiff rendered services  
and/or furnished certain materials to the defendant \_\_\_\_\_ to be  
used on a specific job on which there is \_\_\_\_\_  
(balance amount, interest amount, accrual date, etc.).

**IV.**

Defendant \_\_\_\_\_ is liable to the Plaintiff on its bond for the payment of said debt and obligation.

**WHEREFORE**, Plaintiff prays for judgment against the Defendant(s), in the principal amount of \_\_\_\_\_, accrued interest of \_\_\_\_\_ accrued through (date) \_\_\_\_\_, and thereafter at the rate of 12% per annum plus attorney fees of \_\_\_\_\_ or such greater amount as the Court may allow, together with its costs and disbursements herein; and for judgment against \_\_\_\_\_ as surety for said obligation under the provisions of the bond number \_\_\_\_\_.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff

Plaintiff:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone