

**KITSAP COUNTY DISTRICT COURT
STATE OF WASHINGTON**

(1) _____, (2) _____ <p style="text-align: center;">Plaintiff,</p> <p style="text-align: center;">v.</p> (1) _____, (2) _____ <p style="text-align: center;">Defendant.</p>	No. _____ SMALL CLAIMS DECLARATION OF SERVICE [Note – Complete a separate form for each party served]
---	--

1. DOCUMENT SERVED

I served a copy of the following –

- Small Claims Notice Of Claim (a copy must be attached to this Declaration)
[Note – A party or witness may not serve this document. See paragraph 4A.]
- Small Claims Notice Of Court Date
- Small Claims Declaration Of Non-Military Service
- Small Claims Counterclaim (a copy must be attached to this Declaration)
[Note – A party or witness may not serve this document. See paragraph 4A.]
- Declaration Of Witness – (name) _____
- Exhibit Packet
- Small Claims Motion To Enforce Settlement Agreement
- Small Claims Motion For Entry Of Satisfaction Of Judgment
- Note For Motion Docket
- Other – _____

2. PERSON SERVED

I served the above document(s) on the following person – _____

3. SERVICE FEES

My fees for service (\$ _____) and mileage (\$ _____) total – \$ _____.

4A. METHOD OF SERVICE – SMALL CLAIMS NOTICE OF CLAIM
OR COUNTERCLAIM

[may not be served by a party or witness]

I declare that I am not a Plaintiff, a Defendant, or a witness in this matter. I made service as follows –

___ Registered or Certified Mail Service (RCW 12.40.040) – On (date) _____,
I mailed by registered or certified mail the above document(s) to the person served to the
following location – _____.

The return receipt with the signature of the person being served is attached or is on file with
the Court.

___ Personal Service (RCW 4.28.080(16)) – On (date) _____, I personally
served the above document(s) on the person served at (time) _____ at the
following location – _____.

___ Substitute Service (RCW 4.28.080(16)) – On (date) _____, I personally
served the above document(s) on (person) _____,
at (time) _____ at the following location –
_____.

The service was made – (a) at the usual abode of ___ Defendant (1); ___ Defendant (2);
___ Plaintiff (1); or ___ Plaintiff (2); and (b) to the person served who was of suitable age
and discretion; and (c) to the person served who was then a resident at that location.

___ Service on a Company or Corporation (RCW 4.28.080(9)) – On (date) _____,
I personally served the above document(s) on (person) _____,
(who is the president or other head of the company or corporation, the registered agent,
secretary, cashier or managing agent, or to the secretary, stenographer or office assistant of the
president or other head of the company or corporation, registered agent, secretary, cashier or
managing agent) at (time) _____ at the following location –
_____.

The person served relationship to the business is – _____.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the
foregoing is true and correct, and that I am the person whose name I typed (or wrote) below.

SIGNED at (city) _____, (state) _____ on (date) _____.

/s/ Signed Electronically

[Note – By typing your name, you intend to sign electronically and agree your electronic signature
is the same as a handwritten signature for the purpose of validity, enforceability, and admissibility.]

4B. METHOD OF SERVICE – DOCUMENTS OTHER THAN SMALL CLAIMS
NOTICE OF CLAIM OR COUNTERCLAIM

[may be served by a party or witness unless there is an order prohibiting contact]

I made service as follows –

____ Email Service Generally Required – Service by email is required unless – (a) the email address of the person served is unknown; or (b) District Court has found good cause to require another method of service; or (c) the parties have agreed in writing to another method of service.

On (date) _____, I served the above document(s) to the person served at (time) _____ by emailing the document(s) to the following email address –

_____ .

____ Mail Service – On (date) _____, I mailed postage prepaid the above document(s) to the person served to the following location –

_____ .

____ Personal Service – On (date) _____, I personally served the above document on the person served at (time) _____ at the following location –

_____ .

____ Other Method of Service – I serviced the above document(s) on the person served as follows –

_____ .

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and that I am the person whose name I typed (or wrote) below.

SIGNED at (city) _____, (state) _____ on (date) _____.

/s/ Signed Electronically

[Note – By typing your name, you intend to sign electronically and agree your electronic signature is the same as a handwritten signature for the purpose of validity, enforceability, and admissibility.]

5. SERVER CONTACT INFORMATION

My name is _____. I am the person who served the document(s) listed in Paragraph 1 on the person named in Paragraph 2. My contact information is as follows –

Mailing Address – _____

Email – _____

Phone – _____

I am a process server. My registration number is _____ and my county of registration is _____.