



King County Law Library

RESPONDING TO A CIVIL LAWSUIT IN SUPERIOR COURT

In King County

These instructions are for informational purposes only and are not legal advice. If you do not understand this information, contact an attorney.

If your specific situation is beyond the scope of this packet, contact an attorney.

About this packet:

A civil lawsuit is started when the Plaintiff has the *Summons* and *Complaint* forms served on the Defendant. The Defendant responds to the lawsuit using a form called an *Answer*.

How you respond to a lawsuit can seriously impact your case and the future options available to you in the case. It is recommended that you consult an attorney for advice on what options are available to you and what strategies may be the most helpful to you when you respond.

There are several steps to respond to a civil lawsuit:

- Complete the *Notice of Appearance*
- File the *Notice of Appearance* with the Superior Court Clerk
- Serve the *Notice of Appearance* on the Plaintiff
- Have the person who served the documents on the Plaintiff complete a *Certificate of Service*
- File the *Certificate of Service* with the Superior Court Clerk
- Complete the *Answer*
- File the *Answer* with the Superior Court Clerk
- Serve the *Answer* on the Plaintiff
- Have the person who served the documents on the Plaintiff complete a *Certificate of Service*
- File the *Certificate of Service* with the Superior Court Clerk

The Law Library offers helpful classes that cover the basics of civil lawsuits and things that may be helpful to consider. For recorded videos or more information on upcoming live classes, check the Law Library's Self-Represented Litigant (SRL) Workshop page, located here: <https://kcll.org>.

Forms included in this packet:

- A - Notice of Appearance
- B - Certificate of Service
- C - Answer, Affirmative Defenses, and Counterclaims
- D - Certificate of Service