

NOTICE OF SPECIAL APPEARANCE INSTRUCTIONS

This form is a complementary form from Washington Debt Law, PLLC. The purpose of this form is to give you a chance to prevent a default judgment and give you the time to meet with us to discuss your rights and/or to negotiate on your own should you choose without the threat of an imminent default. We believe that a notice of appearance is superior to answer in this instance as you cannot waive your rights or make an admission against your interest. In general, this will buy you one or two months at most before and answer, affirmative defenses, and/or counter claims would be necessary.

1. TIMEFRAME TO SEND

- a. You must send this notice of appearance within 20 days of being served. We recommend that you send within 15 days if possible to allow mailing and prevent accidental default.

2. WHO DO YOU SEND THIS FROM TO?

- a. Always to the attorney/law firm who filed the complaint to the address in the footer/signature block
- b. If there is a case number, the court where it was filed (call the court or go to website for instructions)

3. HOW DO YOU SEND THIS FORM?

- a. WA Law requires first class mail. We recommend Fax and first class certified mail. Return receipt is not necessary, the cheaper verification it was delivered if fine. Fax is not necessary but helpful.

4. CHECKLIST OF WHAT YOU NEED TO FILL IN

- a. NOTE: Handwriting is normal, even attorneys do this, so just print, fill in, and scan
- b. The type of court blank (it should generally be Superior or District, just mirror the complaint)
- c. The county of the court (should be where you live, but mirror the complaint)
- d. The case number (if you have it). If you do not have it, you cannot send the form to the court. Only send it to the law firm who filed the lawsuit.
- e. The name of the Plaintiff (copy from the complaint)
- f. The name of the Defendant (you). Tip, if your name is misspelled, do not correct at this stage.
- g. After COMES NOW, fill in your name.
- h. On the second page, your address on the blank lines
- i. The footer on each page with your name and address and phone (you will do this once per page)
- j. Sign and Date, Print Name

5. SEND US A COPY AND SCHEDULE A FREE INITIAL PHONE CONSULTATION

- a. You may send a copy of your completed form as well as a copy of the summons and complaint to info@wadebtlaw.com. If you are already in contact with a specific paralegal or attorney, you may email them directly as well.
- b. Call 206-535-2559 to schedule.

DISCLAIMER: Using this form does not create an attorney client relationship. To create an attorney client relationship, you would need to sign a fee agreement for services. By using this form, you agree to waive any liability against the firm and take responsibility for properly serving a copy to all necessary parties. Until there is an attorney client relationship, you are solely responsible for your own defense, even if you have submitted this form and have an appointment scheduled.

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2 *****SAMPLE COMPLETE FORM- DO NOT SEND *****

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4 **Use Superior Court or District Court depending on what your summons and complaint
5 says.

6 IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON
7 IN AND FOR KING COUNTY

8 Name: Rude Creditor Company, LLC

CASE NO.: 20CIV123456-SEA

9
10 Plaintiff(s)

11 vs.

NOTICE OF SPECIAL APPEARANCE OF
DEFENDANTS RESERVING ISSUES OF
SUBJECT MATTER JURISDICTION AND
PERSONAL JURISDICTION, INSUFFICIENT
AND DEFECTIVE PROCESS AND SERVICE,
JOINDER.

12 Name: Joe Sample and Jane Sample

13 Defendant(s).

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16 COMES NOW Joe Sample and Jane Sample, and

17 makes their appearance and shall henceforth be referred to as 'the defendant'. Substantial issues are
18 presented which dramatically affect standing, service and sufficiency of process, subject matter
19 jurisdiction, joinder, venue, and other strictly procedural and jurisdictional defenses. Affirmative
20 Defenses may be offered at the appropriate time, but are not advanced in this Special Appearance.
21 These issues are not waived, and are expressly reserved for pleading, motion, briefing and action with
22 expedition consistent with orderly procedure, as appropriate. This appearance is intended to give
23 notice that process is under way to either attempt to retain an attorney or in the alternative proceed
24 pro se in the same. Defendant requests reasonable time for this purpose and this process will not
25 require unreasonable time to resolve.
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NOTICE OF SPECIAL APPEARANCE

Name: Joe & Jane Sample

Address: 1234 4th Ave Apt 101
Seattle, WA 98125

Phone Number 206-123-4567

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Please take no default herein without advance written notice pursuant to relevant law and procedure. Forward all documents, notices, pleadings, and/or communication to the below mailing address:

1234 4th Ave Apt 101

Seattle, WA 98125

Date: 1/1/2021 Signature: /s/ Joe Sample Jane Sample

Printed Name: Joe Sample Jane Sample

*******SAMPLE COMPLETE FORM- DO NOT SEND *******

NOTICE OF SPECIAL APPEARANCE

Name: Joe & Jane Sample
Address: 1234 4th Ave Apt 101
Seattle, WA 98125
Phone Number 206-123-4567

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**IN THE _____ COURT OF THE STATE OF WASHINGTON
IN AND FOR _____ COUNTY**

Name: _____,

Plaintiff(s)

vs.

Name: _____,

Defendant(s).

CASE NO.:

NOTICE OF SPECIAL APPEARANCE OF
DEFENDANTS RESERVING ISSUES OF
SUBJECT MATTER JURISDICTION AND
PERSONAL JURISDICTION, INSUFFICIENT
AND DEFECTIVE PROCESS AND SERVICE,
JOINDER.

COMES NOW _____, and makes their appearance and shall henceforth be referred to as 'the defendant'. Substantial issues are presented which dramatically affect standing, service and sufficiency of process, subject matter jurisdiction, joinder, venue, and other strictly procedural and jurisdictional defenses. Affirmative Defenses may be offered at the appropriate time, but are not advanced in this Special Appearance. These issues are not waived, and are expressly reserved for pleading, motion, briefing and action with expedition consistent with orderly procedure, as appropriate. This appearance is intended to give notice that process is under way to either attempt to retain an attorney or in the alternative proceed pro se in the same. Defendant requests reasonable time for this purpose and this process will not require unreasonable time to resolve.

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NOTICE OF SPECIAL APPEARANCE

Name: _____

Address: _____

Phone Number _____

1 **Please take no default herein without advance written notice pursuant to relevant law**
2 **and procedure.** Forward all documents, notices, pleadings, and/or communication to the below

3 mailing address:

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15 Date: _____

Signature: /s/ _____

16 Printed Name: _____
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NOTICE OF SPECIAL APPEARANCE

Name: _____

Address: _____

Phone Number _____