

KITSAP COUNTY DISTRICT COURT ANIMAL CIVIL LAWSUITS CHECKLIST

- ___ 1. Litigant Confidential Information Sheet. Provide to District Court if not previously provided or your information has changed.
- ___ 2. Are You The Owner Of The Animal Or The Animal License? You must be the owner of the animal or animal license against which the Animal Control Kitsap Humane Society took action. Are you the owner?
- ___ Yes. I am the animal owner or animal license owner. You may continue with this Checklist.
- ___ No. Stop! If you are not the owner, you should not file any of the animal civil lawsuits because you do not have authority (called “standing”) to do so.

Caution – Deadlines & Documents/Items. You must fully complete and file the following documents/item in District Court within the deadlines or your case may be dismissed (which means you will lose your animal civil lawsuit).

The deadlines are all different depending on the type of animal civil lawsuit you file with District Court –

- ___ 3A. Dangerous Dog Appeal. Your appeal of the final determination your dog(s) is/are dangerous must be filed in District Court within 20 days of your receiving the final determination your dog is dangerous –
- ___ Date final determination received? _____
- ___ Deadline to file lawsuit (20 days later)? _____
- The following are all required to be filed in District Court when you file your dangerous dog appeal –
- ___ Appeal of Dangerous Dog Determination (Form 421110)
- ___ Litigant Confidential Information form
- ___ Animal Control Kitsap Humane Society notice of final determination
- ___ \$83 Filing Fee or Animal Civil Lawsuit Motion for Waiver of Fees (Form 460784)

___ 3B. Potentially Dangerous Animal Appeal. Your appeal of the Hearing Examiner’s decision your animal(s) is/are potentially dangerous must be filed in District Court within 14 calendar days after the date of the Hearing Examiner’s written decision –

___ Date of Hearing Examiner’s decision? _____

___ Deadline to file lawsuit (14 days later)? _____

The following are all required to be filed in District Court when you file your potentially dangerous animal appeal –

___ Appeal of Potentially Dangerous Animal Decision (Owner Appeal) (Form 421112)

___ Litigant Confidential Information form

___ Hearing Examiner’s decision

___ \$83 Filing Fee or Animal Civil Lawsuit Motion for Waiver of Fees (Form 460784)

___ 3C. Return Of Seized Animal(s). Your petition must be filed in District Court within 14 calendar days after the animal(s) was/were seized.

If more than 14 days have elapsed since your animal(s) was/were seized, you can ask District Court to extend the 14-day deadline – (1) if you did not have “actual notice” of your animal(s) being seized; and (2) the court finds there are “exceptional and compelling circumstances” justifying extension of the 14-day deadline. See Form 421114.

You must also file a bond in District Court within 14 calendar days after the animal(s) was/were seized in an amount sufficient to provide minimum care for 30 days for each animal seized. For more information about bonds, contact an insurance company or bank.

Instead of a bond, you may post cash or a cashier’s check with the court in the bond amount.

___ Date animal(s) taken into custody? _____

___ Deadline to file lawsuit (14 days later)? _____

___ Deadline to file bond (14 days later)? _____

___ Seek extension of 14-day deadline? _____

The following are all required to be filed in District Court when you file your petition for return of seized animal(s) –

___ Petition for Return of Seized Animal(s) (Form 421114)

___ Bond in an amount to provide minimum care for 30 days for each animal seized

___ Litigant Confidential Information form

___ Animal Control Kitsap Humane Society’s notice your animal(s) were seized

___ \$83 Filing Fee or Animal Civil Lawsuit Motion for Waiver of Fees (Form 460784)

- ___ 3D. Return Of Impounded Animal(s). Your petition must be filed in District Court within 7 calendar days after the Hearing Examiner’s decision to not return your impounded animal(s).

You must also file a bond or security in District Court within 7 calendar days after the Hearing Examiner’s decision to not return your impounded animal(s) in an amount sufficient to provide minimum care for 30 days for each animal seized. For more information about bonds, contact an insurance company or bank.

Instead of a bond, you may post cash or a cashier’s check with the court in the bond amount.

___ Date of Hearing Examiner’s decision? _____

___ Deadline to file lawsuit (7 days later)? _____

___ Deadline to file bond or security (7 days later)? _____

The following are all required to be filed in District Court when you file your petition for return of impounded animal(s) –

___ Petition for Return of Impounded Dangerous or Potentially Dangerous Animal(s)
(Form 421116)

___ Bond or security in an amount to provide minimum care for 30 days for each animal seized

___ Litigant Confidential Information form

___ Hearing Examiner’s decision

___ \$83 Filing Fee or Animal Civil Lawsuit Motion for Waiver of Fees (Form 460784)

- ___ 3E. Animal License Revocation Review. Your petition for review must be filed in District Court within 20 days of the Animal Control Kitsap Humane Society’s decision to revoke your commercial pet facility, hobbyist, or enthusiast animal license.

___ Date of revocation decision? _____

___ Deadline to file lawsuit (20 days later)? _____

The following are all required to be filed in District Court when you file your petition for review –

___ Petition for Review of Animal License Revocation (Form 421118)

___ Litigant Confidential Information form

___ Animal Control Kitsap Humane Society’s decision

___ \$83 Filing Fee or Animal Civil Lawsuit Motion for Waiver of Fees (Form 460784)

- ___ 4. \$83 Filing Fee. Unless excused by District Court, you must pay the \$83 filing fee to District Court when you file your lawsuit. See **“PAYMENT OF TICKETS, FINES, AND COURT FEES”** on the District Court website for payment options.
- ___ 5. Waiver Of Filing Fee. If you cannot afford the \$83 filing fee, you must file an Animal Civil Lawsuit Motion for Waiver of Fees (Form 460784) when you file your lawsuit.
- ___ 6. Notice Of Court Date. After you file the items required for your case as listed in paragraph 3 above, your animal civil lawsuit will be scheduled for a hearing to occur within 30 days.

The clerk will send the Notice Of Court Date to you, the Animal Control Kitsap Humane Society, and the Kitsap County Prosecutor’s Office.
- ___ 7. Court Date. Your court date is in courtroom 203 on Thursday, (date) _____ at 1:30 PM. You may appear by Zoom Virtual Hearing or in person. If you decide to appear by Zoom, please review the link “Zoom Virtual Hearing Information” well in advance of your hearing.

You must appear at the scheduled court date or your lawsuit may be dismissed by the judge.
- ___ 8. Summary Of Case. [This is optional] Prepare a written summary of the facts of your case so you will be organized when you present your case before the judge.
- ___ 9. File Notice Of Appeal. If the judge rules against you, you have the right to appeal the judge’s decision.

If you want to appeal, you must file a Notice Of Appeal in District Court within 30 days of the judge’s written decision. For appeal information, see the “APPEALS” link at the District Court website.