

## Catherine Moore

Overall, the claim forms and instructions are very clear and easy to follow, and will hopefully help ensure the claim process runs smoothly. We have a few comments about specific parts of the forms and instructions, which are shown in the attached PDF.

# DRAFT INSTRUCTIONS: How to File a Court Claim

- 
- All direct water users in Water Resource Inventory Area (WRIA) 1 must file a Court Claim. “Direct water users” are those who source their own water from surface or groundwater.
  - There are two claim forms: The **Small Use Court Claim Form** for single homes on wells, and the **Full-Length Court Claim Form** for all other water uses.
  - These instructions are available online at (link).
  - Assistance is available by phone at 1-360-255-4406.
  - Assistance is available by email at [wradjudications@ecy.wa.gov](mailto:wradjudications@ecy.wa.gov).
  - Your claim is due on \_\_\_\_\_ (date set by Court, not less than one year after service: RCW 90.03.120(2)).

If you have difficulty understanding English or have a disability, free language assistance or other aids and services are available upon request. Please call 360-255-4406 or email [WRadjudications@ecy.wa.gov](mailto:WRadjudications@ecy.wa.gov).

Si tiene dificultades para entender la lengua inglesa o presenta una discapacidad, puede solicitar asistencia lingüística y otros tipos de ayuda y servicios sin coste alguno. Llame al siguiente número de teléfono 360-255-4406 o envíe un correo electrónico a [WRadjudications@ecy.wa.gov](mailto:WRadjudications@ecy.wa.gov).

Если у вас есть трудности с пониманием английского языка или у вас инвалидность, по запросу предоставляется бесплатная языковая помощь или другие вспомогательные средства и услуги. Пожалуйста позвоните по телефону 360-255-4406 или напишите на электронную почту [WRadjudications@ecy.wa.gov](mailto:WRadjudications@ecy.wa.gov).

ਜੇਕਰ ਤੁਹਾਨੂੰ ਅੰਗਰੇਜ਼ੀ ਸਮਝਣ ਵਿੱਚ ਔਖਿਆਈ ਹੁੰਦੀ ਹੈ ਜਾਂ ਫਿਰ ਤੁਸੀਂ ਅਪਾਹਜ ਹੋ, ਤਾਂ ਅਪੀਲ 'ਤੇ ਮੁਫਤ ਭਾਸ਼ਾ ਸਹਾਇਤਾ ਜਾਂ ਹੋਰ ਸਹਾਇਤਾਵਾਂ ਅਤੇ ਸੇਵਾਵਾਂ ਉਪਲੱਬਧ ਹਨ। ਕਿਰਪਾ ਕਰ ਕੇ ਕਾਲ ਕਰੋ 360-255-4406 ਜਾਂ ਈਮੇਲ [WRadjudications@ecy.wa.gov](mailto:WRadjudications@ecy.wa.gov)।

---

**These instructions are not intended as legal advice and do not modify definitions or requirements adopted by statute or rule.**

## Who needs to file a court claim?

All direct water users in Water Resource Inventory Area (WRIA) 1 need to file a court claim to verify their legal right to use water. See the map on the next page for an outline of WRIA 1.

“Direct water users” are those who source their own water from surface or groundwater.

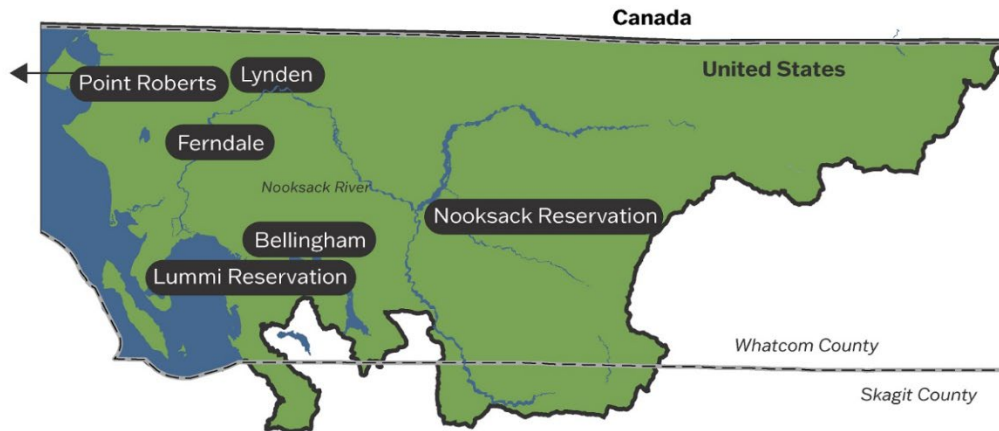
If you are unsure about whether your property is located in WRIA 1, you may check using the following [State Wide WRIA Finder](#).

I'd put this link right above or below the map of WRIA 1. Maybe swap this paragraph and the next paragraph.

**If you only use water as a customer of a water service, you do not need to file a court claim for that use.** You only need to file a claim for water that you or your organization (like a business) source from a well or river.

We've received questions based on this map about whether Point Roberts is included. Is there a way to show Point Roberts?

### WRIA 1 (Nooksack)



### Which court claim form do I use?

It's not really a choice so much as one form or the other will apply to your situation.

There are two different forms ~~you might choose from.~~ If you get your water from a single permit-exempt well, you may be eligible to use the **Small Use Court Claim Form**. To qualify for the Small Use Court Claim form, **all** the following must apply to you:

- Your claim is for in-home domestic use.
- The home uses groundwater from a well.
- Your daily maximum water use for in-home purposes is 500 gallons or less per day.
- Your outdoor watering (noncommercial lawn and garden) is ½ of an acre or less. (One-half acre is equal to 21,780 square feet.)

If multiple homes on different parcels use a single permit-exempt well, each homeowner must file a **Small Use Court Claim Form** or file a court claim form together as a group water system.

Use the **Full-Length Court Claim Form** for all other uses that don't qualify for the Small Use Court Claim form.

---

## Instructions for Completing a Court Claim Form

### Who is the Claimant?

Everyone claiming the right to directly use water in WRIA one needs to fill out a form.

---

- If you are the sole owner of property where water is diverted (from a pump or well) and used, fill out the form as Claimant 1.
- If you share ownership of this property with others, you should fill out a Court Claim form together. Each of you need to sign as separate claimants (Claimant 1, Claimant 2, and more if needed).
- If water is diverted (from a pump or well) at a different location than where it is used, the owners of all parcels involved need to sign as separate claimants (Claimant 1, Claimant 2, and more if needed).

### What if I'm filing this claim for a business or entity?

If this water is claimed by a municipality, business, corporation, partnership, LLC, LLP, or other corporate form or nonprofit, or Group A or Group B water system, enter the legal name of the organization as **Claimant 1**.

I think it might help some folks to explicitly list "water association," "homeowners association," or "community association" here. People don't always know the corporate structure or if they're Group A, but they will know if they're operating an association of some kind.

their title.

### What if I am not the sole owner of this property?

If the property is owned by more than one person or organization, they should each sign the Court Claim form. List additional claimants if the property is jointly owned. Examples include:

- Both partners in a marriage or a legal domestic partnership should sign as separate claimants.
- Multiple owners of the same property who are not organized in a nonprofit, legal partnership, or other association should sign as separate claimants.

If this applies to you, one individual will file as the **Claimant 1**, the second as **Claimant 2**, and all other claimants will file as Additional Claimants. If there are more than two claimants, attach additional pages to submit their names and all other requested claimant information.

## LEGAL BASIS FOR CLAIMING WATER USE

### FOR SMALL USE COURT CLAIM FORM ONLY

#### What is Domestic Use?

Domestic use is water associated with human health and welfare needs, such as drinking, cooking, sanitary purposes, and other incidental household uses.

Domestic use includes some animals associated with the residence, such as household pets. If you use more than 500 gallons per day (GPD) for animals at your home, please use the **Full-Length Court Claim Form** to describe this use.

Domestic includes outdoor watering or irrigation for a personal lawn, garden, or landscaping. The **Small Use Court Claim Form** is for uses of up to ½ of an acre (21,780 square feet) per day at the time of highest use, in addition to the 500 GPD maximum indoor use.

It should be stated that if someone uses the small use court claim form, they will be limited to 500 GDP/ 1/2 acre after adjudication.

The Small Use Court Claim form is intended to simplify the procedure for water users who have a single home on a well (see **RCW 90.03.160(3)**). It does not change the groundwater permit exemption (see **RCW 90.44.050**). If you use more than 500 GPD, or if you water more than 1/2 of an acre, you may still be entitled to the groundwater permit exemption. Please explain your use using the **Full-Length Court Claim Form**, which requires answering a few more questions about your water use.

### Do I use 500 GPD or less at my home?

If you use 500 GPD or less of groundwater at your home, use the Small Use Court Claim Form to ask the court to certificate your use at “500 GPD or less” for future use. You may determine your water use by directly measuring your water use or by estimating. The Department of Ecology follows the EPA guideline of 60 GPD per person for use in a home.

## FOR FULL-LENGTH COURT CLAIM FORM ONLY

### How do I know the legal basis of my water use?

To complete the Full-Length Court Claim Form, you need to know whether you have a water right document. You can find your water right document by navigating to the Department of Ecology website (<https://ecology.wa.gov>) and follow these steps:

1. In the page header, click on Water and Shorelines.
2. Under the sections labeled “Water Supply,” click on “Water rights.”
3. On the “Water rights” page, scroll down to the green pane titled, “I want to...” Select the first option: “Find a water right using the Water Rights Search.”
4. Once the page opens, click the hyperlink at the top of the page labeled, “Water Rights Search.” This will open a new page, leading you to Ecology’s Water Rights Search System (WRTS).
5. On the left-side panel, select “Map Search” and fill in the fields to the best of your ability.

This should be a new paragraph.

You also may obtain water right information by calling 1-360-255-4406 or emailing [wradjudications@ecy.wa.gov](mailto:wradjudications@ecy.wa.gov). ~~One~~ water right may include several different documents (such as an application, permit, and certificate, or claims registry claim) with the same number. You only need to enter the number one time on each water right court claim form. Assistance is available if you have questions.

If you claim the right to use water under a permit application, please identify the application by number. Please note that a permit application alone is not a water right.

If your water use has **multiple water rights with different numbers**, you will need to submit separate Full-Length Court Claims Forms for each right to ensure future use of all legally allowed water under all water rights.

In this section, it might be helpful to encourage people to contact Ecology before assuming that they don't have a water right and/or don't qualify for a permit exemption.

### **What if I do not have a water right document?**

While most new water uses in Washington require a permit before water use is allowed, some small uses of groundwater are allowed without a permit. These are known as “permit-exempt” withdrawals. The legal permit exemption allows for these four purposes:

- Domestic water use, up to 5,000 GPD
- Irrigation of a lawn or non-commercial garden ½ an acre or less in size.
- Industrial use of water, including some commercial farming, up to 5,000 GPD
- Stock water (water for direct livestock use)

### **What if I do not qualify for the permit exemption?**

If you do not have a water right document and do not qualify for a permit exemption, you can still ask the court to consider your water use in the adjudication. You will need to indicate “other” on the form and present your evidence and reasoning to the court. Ecology may object to Court Claims that do not have a legal water right document and do not qualify for a permit exemption.

## **HISTORY OF WATER USE**

### **Date of First Use on the Small Use Court Claim Form**

The **Small Use Court Claim** form is for homes. If you know when a home was first built on this well, enter that date. If you do not know, the date may be available from County Assessor records.

Whatcom County records are available here:

<https://www.arcgis.com/apps/webappviewer/index.html?id=f2f8eaa500b04f54948c680bb280129f>

\*\*Dates are available under “Improvement/building” on “year built.”

Skagit County records are available here:

[Property Search \(skagitcounty.net\)](https://www.skagitcounty.net/PropertySearch/)

### **Date of First Use on the Full-Length Court Claim Form**

- If you have a water right certificate, the certificate, or a proof of appropriation (an earlier document) likely lists the date water was put to beneficial use.
- The date of construction may be before you bought the property.
- If you have a well log, the log will list the date the well was drilled.

## SOURCE INFORMATION

### How do I know the source of my water?

Generally, your water right document will specify your source of water.

If you use a well to access water, then you are using groundwater.

Does including the definition of groundwater help? Especially since there is no definition of surface water here? Maybe strike the definition.

Per RCW 90.44.035, “Groundwaters” are defined as, “all waters that exist beneath the land surface or beneath the bed of any stream, lake or reservoir, or other body of surface water within the boundaries of this state (Washington), whatever may be the geological formation or structure in which such water stands or flows, percolates or otherwise moves.”

If you divert or collect water from a river, stream, creek, lake, spring, or reservoir, then you are using surface water.

### Where can I find information about my well?

Many drillers’ well logs are recorded in the Department of Ecology well log database. If your well is recorded, this will provide you with important information to complete your claim. If your well is not recorded, you still need to file an adjudication court claim with as much information as you have.

You may use the following link to find information about your well:

<http://ecology.wa.gov/water-shorelines/water-supply/wells>

You can also find information on your well by using the following steps:

1. Navigate to the Department of Ecology website (<https://ecology.wa.gov>).
2. In the page header, click on “Water and Shorelines.”
3. Under the section labeled “Water Supply,” click on “Wells.”
4. From the “Wells” page, you can find information on well logs, building and testing wells, and other valuable resources.
5. If you have questions or are unable to use the website, please call Ecology’s Northwest Well Construction Coordinator at 260-594-0195.

### Do I need to have a water meter?

A water meter is the most accurate way to know how much water you use. Ecology requires meters for many water right holders, but not all of them. If you are not currently required to have a water meter, you do not need a meter to measure your use for the Court Claims form in adjudication. Metering may be required in the future to ensure that water users do not use more than their legal authorization.

Metering information can be found by following this link: <https://ecology.wa.gov/water-metering>

## WATER USE

### Full-Length Court Claim Form Only

You are entitled to an adjudicated water right of the amount of water you have continuously, legally used over time.

This measure (size) of your water right is determined by the legal beneficial use: Where, how much and when it has been used.

### General Water Use

For the purposes of this adjudication, identify the purpose of water use first and then list the quantity of water used for that purpose. Please use the following definitions to determine your water use.

- **Current use:** The quantity of water used at the time of filing or within the last season of full use.
- **Highest use:** The most water ever used under this water right. If you have a *water right certificate* or *proof of appropriation* for this use, the quantity listed here is usually the highest amount of water ever used. You may not be entitled to an adjudicated right for your highest water use. Ecology may find, upon later review of your water right, that some of the water has been relinquished (lost) through more than five years of nonuse. Whether or not you believe your right has been relinquished for nonuse, please include the highest use on the form here.
- **Claimed use:** This is the amount of water you are asking the Court to adjudicate. This could be your current use, your highest use, or a number in between.
- **Annual Quantity (Qa):** How much water is used per year, expressed in acre-feet per year (afy).
- **Instantaneous quantity (Qi):** How much water is used at one time, in gallons per minute (gpm) or cubic feet per second (cfs).

"Adjudicate" is not a word most people are going to understand in the context of this sentence. Consider, "This is the amount of water you are asking the Court to award you" or something similar.

### Water use for Group Residential

If you live in an area in which multiple homes operate under a single water right, including a Group B water system, your group may have options for completing a Full-Length Court Claim Form.

- A representative of the water system, such as a manager, completes the form on behalf of the group. This will usually be the best approach for larger groups and may be required by group bylaws or other agreements.
- All members sign the same form as separate Claimants. This approach might work best for smaller groups.

### Water use for Irrigation

Irrigation is water made available for agricultural purposes.



To get the most accurate water usage quantities, Ecology recommends metering your water for large uses. Estimating water use is allowed; however, it does not provide the highest level of accuracy. If you choose to estimate your irrigation water use, you must consider the following conditions:

- The size of the area irrigated in acres.
- The type of crops grown, and the water duty of crops irrigated in your area. Different crops require different amounts of water.
- The season of irrigation (how many weeks of the year).
- The efficiency of your irrigation system. Less water is used by highly efficient systems, such as drip irrigation. More water is used by inefficient systems.

Technical assistance will be available to assist with water use estimates.

### **Water for Stock Watering**

Stock watering is drinking water for livestock, such as cattle. It does not include water to irrigate crops for livestock consumption. If you grow crops for livestock consumption, add that water use under “irrigation” as described above.

If you do not meter your water, the easiest way to estimate quantities is by multiplying per animal (head) of livestock by the daily water use per animal. The following chart estimates daily water use for livestock.

<b>Animal</b>	<b>Water Use (GPD)</b>
Cattle, Horse, Mule, Steer	12
Dairy Cow	35
Goat, Sheep, Alpaca	2
Pig/Hog	4
Turkey (per 100)	14
Other poultry/fowl (per 100)	7

### **Water use for Municipalities**

If you manage water use for a municipality, please contact Ecology for special instructions. You may call 360-255-4406 or email Ecology at [WRAdjudications@ecy.wa.gov](mailto:WRAdjudications@ecy.wa.gov).

## **COMPLETING THE FORM**

### **How do I sign the Court Claim form?**

All Court Claimants (entered as Claimant 1, Claimant 2, and more if necessary) need to sign the form. If you submit a court claim for an organization, such as a business or group water system, sign your name and enter your title on the line for “title.”

Your signature is verified on oath. Your Court Claim form is under penalty of perjury. The Court Claim form does not need to be notarized.

### **Filing this form**

To file this form, you must:

- Provide a signed original claim form to Whatcom County Superior Court. You can either hand-deliver, mail, or submit the form online following court instructions.
- Ecology will maintain copies of all claims filed, but you may keep a copy for your personal records.

### **What happens after I submit this form?**

You will have until \_\_\_\_\_ (no less than one year from the date of receipt) to file this form with the Whatcom County Superior Court. If you find evidence later changing your answers to this form, you may amend the form within three years.

After the submission deadline, the Department of Ecology will review your court claims form. Each month, Ecology will produce a publicized list of all court claims received by the court. Later, Ecology will approve, modify, or deny your claim. The Whatcom County Superior Court will determine if you qualify for an adjudicated certificate.

DRAFT FOR PUBLIC COMMENT  
JANUARY 2024  
COURT CLAIM FOR SMALL USE ECY 070-744

**STATE OF WASHINGTON  
WHATCOM COUNTY SUPERIOR COURT**

STATE OF WASHINGTON,  
DEPARTMENT OF ECOLOGY,

Plaintiff,

v.

UNITED STATES of AMERICA and  
WRIA 1 WATER USERS,

Defendants.

NO. 24-

COURT CLAIM FOR SMALL USE  
(RESIDENTIAL GROUNDWATER UP  
TO 500 GALLONS PER DAY)

This is the Department of Ecology's Small Use Court Claim Form for people with property in the areas of Whatcom and Skagit county known as Water Resource Inventory Area One (WRIA 1). This form is for property owners using a permit-exempt well under certain conditions.

*You should use this form only if your property's water use meets **all** these requirements:*

- *Withdrawing groundwater from an existing well.*
- *No more than 500 gallons per day (gpd) withdrawn on any day for indoor domestic use such as cooking, bathing, laundry, and pets.*
- *Outdoor watering (lawn, garden, or landscaping) that must not be more than ½ of an acre (21780 square feet).*

This form is typically for single houses and small outdoor uses.

***Important!*** *If your property's water use does not meet all these requirements, use the **Full-Length Court Claim Form** instead of this form. If you have additional water use beyond the conditions outlined above, you may submit this Small Use form and a separate Full Court Claim form for the other uses.*

**1. Who is claiming water?**

*A Claimant is the person or organization claiming the right to use this water. This is usually the owner of the land where the water is used.*

**Claimant 1**

Adjudication ID, if available: \_\_\_\_\_

*If you received this court claim form by mail, this is the 10-digit number on the front of the mailing.*

Is this claimant a person or an organization? [ ] Person [ ] Organization

*If the claimant is an organization, use the full name of the organization here.*

Name of Claimant 1: \_\_\_\_\_

Claimant's Mailing Address: \_\_\_\_\_

Address line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Claimant's Phone Number: \_\_\_\_\_

Claimant's Email Address: \_\_\_\_\_

**Claimant 2 (if any)**

Is this claimant a person or an organization? [ ] Person [ ] Organization

Name of Claimant 2: \_\_\_\_\_

Claimant's Mailing Address: \_\_\_\_\_

Address line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Claimant's Phone Number: \_\_\_\_\_

Claimant's Email Address: \_\_\_\_\_

**Additional Claimants:** To add more claimants, attach an additional page with their names and the full information requested above.

**2. History of use**

The property's original residence (house) on a well here was first built  
in (year): \_\_\_\_\_

*If you do not have personal knowledge, refer to county assessor records for year  
built:*

Whatcom: <https://property.whatcomcounty.us/propertyaccess/>

Skagit: <https://skagitcounty.net/search/property/>

**3. What is the water used for?**

Is this water used for indoor domestic purposes?

*“Domestic” means water for people such as drinking, bathing, cooking, laundry,  
washing windows and cars, and pet care.*

Yes

No. If no, use **Full-Length Court Claim form**.

Is this for a single home?

*A single home can include legal accessory dwelling units (ADUs). For additional  
homes, submit separate **Small Use Court Claim** forms for each home. For  
group domestic uses, use the **Full-Length Court Form**.*

Yes

No. If no, use **Full Length Court Claim form**

**4. Quantity of Water Use**

Is the daily maximum indoor domestic water use less than 500 gallons per day  
at the highest time of use? *This is a one day maximum, not an annual average.*

Yes

No. If no, use **Full-Length Court Claim form**.

How did you determine how much water you use here?

I have a meter

I estimated

This is really clear. Consider adding another question, "Do you use your water for anything other than indoor domestic use up to 500 GPD and outdoor watering of up to 1/2 acre?" [ ] No. [ ] Yes. If yes, use Full Length Claim Form.

Do you use your water for outdoor watering?  
[ ] Yes  
[ ] No. If no, skip to Section 4 below.

If this water is used for outdoor watering, is it 1/2 of an acre (21780 square feet) or less for all outdoor lawn, garden, and landscaping?  
[ ] Yes  
[ ] No. If no, use **Full-Length Court Claim form**.

**5. Where is the Well?**

How is water withdrawn from the ground? *Most groundwater is withdrawn using wells.*

- [ ] Well
- [ ] Other underground collection works

Use this link to see if a driller's well report is on file with Ecology:  
<https://ecology.wa.gov/well-tag-number-lookup>

If you know, how deep is your well (feet)? \_\_\_\_\_  
*If you have a well report, use the well depth listed there.*

If available, what is your well tag number? \_\_\_\_\_  
*A well tag number is not needed to file a court claim.*

Parcel number of property with well: \_\_\_\_\_  
Street Address of property with well: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

GPS coordinates (latitude and longitude) of well, if available:  
*Please enter in decimal degrees format (e.g. 48.783487, -122.588267).*  
Latitude: \_\_\_\_\_  
Longitude: \_\_\_\_\_

**6. Where is water used?**

*This is the location of the home and property where the water from this well is used.*

- Same parcel as well listed above in Section 5. *If the location of the home and the well is the same, you may skip the prompts below and move to Section 7.*
- Different location than well listed in Section 5. Please complete Section 6a below.

**6a. Place of Use**

Well water is used at the following location-

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

Parcel number (if available): \_\_\_\_\_

If available, please provide the written legal description in the space below. Attach additional pages if necessary.

---

---

---

---

---

---

---

---

**7. Remarks or Explanations**

Use this space to list additional wells or other information about this water use.



**8. Signatures**

Based on the answers you provided above, please sign the prompts below.

**Claimant 1 fills out below:**

I declare under penalty of perjury under the laws of the State of Washington that the facts I have provided on this form (including any attachments) are true.

[ ] I have attached (#): \_\_\_\_\_ pages.

Signed at (*city and state*): \_\_\_\_\_ Date: \_\_\_\_\_



\_\_\_\_\_  
*Claimant 1 signs here*

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Title*

**Claimant 2 (if any) fills out below:**

I declare under penalty of perjury under the laws of the State of Washington that the facts I have provided on this form (including any attachments) are true.

Signed at (*city and state*): \_\_\_\_\_ Date: \_\_\_\_\_



\_\_\_\_\_  
*Claimant 2 signs here*

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Title*

**ADA Accessibility**

To request an ADA accommodation, contact Ecology by phone at 360-255-4406 or email at WRadjudications@ecy.wa.gov, or visit <https://ecology.wa.gov/accessibility>. For Relay Service or TTY call 711 or 877-833-6341.

DRAFT FOR PUBLIC COMMENT  
JANUARY 2024  
FULL-LENGTH COURT CLAIM FORM ECY 070-744

**STATE OF WASHINGTON  
WHATCOM COUNTY SUPERIOR COURT**

STATE OF WASHINGTON,  
DEPARTMENT OF ECOLOGY,

Plaintiff,

v.

UNITED STATES of AMERICA and  
WRIA 1 WATER USERS,

Defendant.

NO. 24

COURT CLAIM OF WATER RIGHT  
FULL-LENGTH COURT CLAIM

This is the Department of Ecology's Full-Length Court Claim Form for people with property in the Whatcom and Skagit counties known as Water Resource Inventory Area One (WRIA 1).

*You must submit this court claim form if you want to retain the right to legally use water in WRIA 1.*

- *If you have multiple water rights, you must submit a separate full-length court claim form for each water right.*
- *If you source your water from a permit-exempt well and are only claiming 500 gallons per day (gpd) or less for in-door domestic use, and an additional ½ acre (21,780 square feet) for outdoor watering, you may use the Small Use Court Claim Form instead of this form.*
- *For all other permit-exempt groundwater uses, use this form.*

**Important!** If there are water right documents listed for your property, you will need access to them in order to complete this form.

1. **Who is claiming water? RCW 90.03.140(1)(a)**

*A Claimant is the person or organization claiming the right to use this water. This is usually the owner of the water well or diversion, and the land where water is used.*

**Claimant 1**

Adjudication ID, if available: \_\_\_\_\_

*If you received a court claim form by mail, this is the 10-digit number on the front of the mailing.*

Is this claimant a person or an organization? [ ] Person [ ] Organization

*If the claimant is an organization, use the full name of the organization here.*

Name of Claimant 1: \_\_\_\_\_  
Claimant's Mailing Address: \_\_\_\_\_  
Address line 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Claimant's Phone Number: \_\_\_\_\_  
Claimant's Email Address: \_\_\_\_\_

**Claimant 2 (if any)**

Is this claimant a person or an organization? [ ] Person [ ] Organization

Name of Claimant 2: \_\_\_\_\_  
Claimant's Mailing Address: \_\_\_\_\_  
Address line 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Claimant's Phone Number: \_\_\_\_\_  
Claimant's Email Address: \_\_\_\_\_

**Additional Claimants:** To add more claimants, attach an additional page with their names and the full information requested above.

**2. Legal Basis of water right RCW 90.03.140(1)(j)**

What is the legal basis for this court claim? (Choose one)

- Water Right Document. Document number is: \_\_\_\_\_
- Groundwater Permit Exemption (See RCW 90.44.050)
- Other. Please explain: \_\_\_\_\_

**3. When did this use begin?**

If known, when did construction of the withdrawal or diversion works begin?

(month/day/year) **RCW 90.03.140(1)(d)**: \_\_\_\_\_

If known, when was the construction of the withdrawal or diversion works completed? (month/day/year) **RCW 90.03.140(1)(d)**: \_\_\_\_\_

The date the first steps were taken to put the water to beneficial use. **RCW 90.03.140(1)(c)**: \_\_\_\_\_

**4. Source of water use RCW 90.03.140(1)(i)**

What is the source of water for this court claim?

- Surface water
- Groundwater
- Both

**5. Surface water source information RCW 90.03.140(1)(i)**

*If you do not use surface water, please move on to Section 5.*

Where does your surface water come from?

- Spring
- Creek/Stream/River
- Lake
- Reservoir
- Other. Please explain: \_\_\_\_\_

What is the source name? \_\_\_\_\_

This source is a tributary to (if any): \_\_\_\_\_

Diversion(s)/Work(s) name (Diversion 1): \_\_\_\_\_

6. **Groundwater source information RCW 90.03.140(1)(i)**

*If you do not use groundwater, please move on to Section 6.*

How do you withdraw water from the ground?

Well

Other underground collection device

**RCW 90.03.140(1)(k)**

If you know, how deep is your well (feet)? \_\_\_\_\_

*If you have a well report, use the well depth listed there.*

*Use this link to see if a driller's well report is on file with Ecology:*

[Well Report Search \(wa.gov\)](http://wa.gov)

If available, what is your well tag number? \_\_\_\_\_

Well Name(s) (e.g. Well 1): \_\_\_\_\_

7. **Where is this water withdrawn or diverted? RCW 90.03.140(1)(h)**

Parcel number of property with withdrawal or diversion works: \_\_\_\_\_

Do you own this property?  Yes  No

If you do not own this property, what is the name of the owner?

\_\_\_\_\_

Street address of property with withdrawal or diversion works:

\_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

GPS coordinates (latitude and longitude) of well or surface water diversion (if available):

*Please enter in decimal degrees format (e.g. 48.783487, -122.588267).*

Latitude: \_\_\_\_\_

Longitude: \_\_\_\_\_

Legal description of point of diversion and/or wells:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If there are additional diversions or wells, please list their names (Well 2, Well 3, etc) here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Where is this water used? RCW 90.03.140(1)(g)**

Parcel number(s) of property where water is used: \_\_\_\_\_

Do you own this property?  Yes  No

If you do not own this property, what is the name of the owner?

\_\_\_\_\_

Street address of property where water is used:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Legal description of area where water is used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. What is the water used for? RCW 90.03.140(1)(b)**

*Please check all that apply to you. If you check a use, then follow the prompts under each section. Select **either** cubic feet per second for surface water uses or gallons per minute for groundwater uses. **Definitions can be found in the instructions.***

Irrigation **RCW 90.03.140(1)(e)**

	Quantity
Instantaneous quantity of water currently used for irrigation <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute	
Maximum instantaneous quantity of water ever used for irrigation	

<input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute		
Instantaneous quantity of water claimed for this purpose <b>RCW 90.03.140(1)(l)</b> <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute		
Annual quantity of water currently used for irrigation (acre-feet)		
Maximum annual quantity of water ever used for irrigation (acre-feet)		
Annual quantity of water claimed for this purpose (acre-feet)		
Current area irrigated (acres)		
Maximum area ever irrigated (acres) <b>RCW 90.03.140(1)(e)</b>		
	Begin date	End date
Dates of Irrigation (dd/mm)		

**Stockwater **RCW 90.03.140(1)(e)****

	Quantity	
Instantaneous quantity of water currently used for stock water <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute		
Maximum instantaneous quantity of water ever used for stock water <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute		
Instantaneous quantity of water claimed for this purpose <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute		
Annual quantity of water currently used for stock water (acre-feet)		
Maximum annual quantity of water ever used for stock water (acre-feet)		
Annual quantity of water claimed for this purpose (acre-feet)		
	Begin date	End date
Dates of seasonal stock watering (if not year-round) (dd/mm)		



**Other Commercial/Industrial use not listed above**  
**RCW 90.03.140(1)(e) and (l)**

	Quantity	
Instantaneous quantity of water currently used for commercial/industrial use <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute		
Maximum instantaneous quantity of water ever used for commercial/industrial use <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute		
Instantaneous quantity of water claimed for this purpose <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute		
Annual quantity of water currently used for commercial/industrial use (acre-feet)		
Maximum annual quantity of water ever used for commercial/industrial use (acre-feet)		
Annual quantity of water claimed for this purpose (acre-feet)		
	Begin date	End date
Dates of seasonal use (if not year-round) (dd/mm)		

**Domestic use**  
**RCW 90.03.140(1)(e) and (l)**

How many homes are included on this water right court claim? \_\_\_\_\_

	Quantity	
Instantaneous quantity of water currently used for domestic use <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute		
Instantaneous quantity of water claimed for this purpose <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute		
Maximum instantaneous quantity of water ever used for domestic use <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute		
Annual quantity of water currently used for domestic use (acre-feet)		
Maximum annual quantity of water ever used for domestic use (acre-feet)		
Annual quantity of water claimed for this purpose (acre-feet)		

Current size of area for outdoor watering (lawn, garden, and landscaping) (acres)		
Maximum non-commercial outdoor area for domestic use (lawn, garden, and landscaping) ever watered (acres)		
	Begin date	End date
Dates of seasonal use (if not year-round)		

**Municipal use**  
**RCW 90.03.140(1)(e) and (l)**

	Quantity
Instantaneous quantity of water currently used for municipal use <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute	
Maximum instantaneous quantity of water ever used for municipal use <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute	
Instantaneous quantity of water claimed for this purpose <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute	
Annual quantity of water currently used for municipal use (acre-feet)	
Maximum annual quantity of water ever used for municipal use (acre-feet)	
Annual quantity of water claimed for this purpose (acre-feet)	

Is the existing water right supplementary, additive, or non-additive to another water right in your municipal water right portfolio?

- Yes. List the associated water right number(s): \_\_\_\_\_  
 No

**Hydropower**  
**RCW 90.03.140(1)(e) and (l)**

Is water diverted from the natural stream course into a bypass reach?

- Yes. If yes, please describe: \_\_\_\_\_  
 No

	Quantity	
Instantaneous quantity of water currently used for hydropower <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute		
Maximum instantaneous quantity of water ever used for hydropower <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute		
Instantaneous quantity of water claimed for this purpose <input type="checkbox"/> Cubic feet per second <input type="checkbox"/> Gallons per minute		
Maximum annual quantity of water ever used for hydropower, if listed on water right document (acre-feet)		
	Begin date	End date
Dates of seasonal power generation (if not year-round)		

**Storage**

	Quantity	
Annual quantity of water currently stored (acre-feet)		
Maximum annual quantity of water ever stored (acre-feet)		
Annual quantity of water claimed for storage (acre-feet)		
	Begin date	End date
Dates of seasonal storage (if not year-round)		

Briefly describe your retention structure: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Other**

Please quantify and describe any additional uses for water.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**10. Remarks or Explanations**

Use this space to list additional claimants, diversion points, wells, or other information about this water use.

**11. Signatures RCW 90.03.140(2)**

Based on the answers you provided above, please sign the prompts below.

**Claimant 1 fills out below:**

I declare under penalty of perjury under the laws of the State of Washington that the facts I have provided on this form (including any attachments) are true.

[ ] I have attached (#): \_\_\_\_\_ pages.

Signed at (*city and state*): \_\_\_\_\_ Date: \_\_\_\_\_



\_\_\_\_\_  
*Claimant signs here*

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Title*

**Claimant 2 (if any) fills out below:**

I declare under penalty of perjury under the laws of the State of Washington that the facts I have provided on this form are true.

Signed at (*city and state*): \_\_\_\_\_ Date: \_\_\_\_\_



\_\_\_\_\_  
*Claimant 2 signs here*

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Title*

**ADA Accessibility**

To request an ADA accommodation, contact Ecology by phone at 360-255-4406 or email at WRadjudications@ecy.wa.gov, or visit <https://ecology.wa.gov/accessibility>. For Relay Service or TTY call 711 or 877-833-6341.