



# King County

Department of Judicial Administration  
Superior Court Clerk's Office

Electronic Records Request Application  
Information and Record Services  
Date

Presented by: Denise Millard

# About Electronic Records Requests



- About the Electronic Records Request Application (ERR)
  - Customers have the ability to visit our website and under Records (Superior Court) is the opportunity to request documents electronically and pay by credit card and internet check
- Mail in requests are still accepted requiring the customer to mail in a \$10.00 deposit and \$30.00 research fee (if required) with a self addressed stamped envelope. Information is available on the web detailing the mail-in procedures

# Comparison Of Web and Mail In Requests



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Customer account required

- **Web Requests** (3-5 Days)
  - Customer requests documents  
Exemplified, Certified, Plain Copies are available  
Research requests available  
No sealed records will be sent and cannot be ordered online
  - Customer pays for documents online via E Commerce, third party payment engine.
  - Customers outside of the US will need special assistance to perform payment functions contact the clerk
  - Customers can change their order by contacting the clerk and pay additional fees online
  - Expedite service available for \$30.00
  - Ability to mail to a different ship to address from the account holder
  - Status of request is available online
  - Dedicated support for the customer available by email and by phone

Customer mail in requests require a letter stating the following:

- **Mail In Requests** (7-10 days)
  - Parties names
  - Case number
  - Document requesting
  - Type of copy to be sent (certified, plain or exemplified)
  - Research requests require approximate date of filing, what documents or information they are looking for
- **FEES**
  - Research Fee is \$30.00 per hour or portion thereof. For a mail in request a minimum of \$30.00 is required if no case number is provided
  - Copy Fees
    - Certified Copy \$5.00 + \$1.00
    - Plain Copy is \$0.50
    - Exemplified is \$4.00 + \$5.00 + \$1.00
    - Fees for form K and others are available online.



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## Creating an ERR account

Customers must create an account to access services available through the ERR. There is no fee to create the account. It requires a customer ID and Password.

Payment information is for services and not a declining balance type account.

<http://www.kingcounty.gov/courts/Clerk/Records/ERR.aspx>

King County Court Document Request

HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

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### Records and Research Requests

Request Official King County Court Documents On-line

Document Request Home | Register | More Information

Welcome to King County Superior Court Clerk Online Document Request Website

This web site allows you to order court documents from the King County Superior Court Clerk's Office. The Clerk is able to provide the following services:

- Research case information
- Research case numbers
- Certified, Exemplified and plain copies.

The following are the case types available

1. Type 1 - Criminal
2. Type 2 - Civil / Foreign Judgments / Tax Warrants / Emancipation of Minors
3. Type 3 - Domestic - Divorce / Child Support / Custody
4. Type 4 - Probate / Wills / Guardianship
5. **Type 8 - Juvenile Offenders - (after July 1, 1978)**
6. Type 9 - Judgments resulting from a case filed in above case types

To order through this website, you must pay all required fees using a valid credit card or checking account. A convenience fee of \$1.49 for internet checks or \$2.49 for credit card and \$10.00 postage and handling fee will be assessed and added to the cost of the request.

Document costs are per fee schedule below:

Document type	Cost
Non-Certified Copy Fee	\$ .50 per page ECR/microfilm & \$.50 per page for documents in paper form.
Certified Copies	\$5.00 for the first page & \$1.00 per page thereafter.
Exemplified Copies	\$9.00 for the first page & \$1.00 per page thereafter.
Research Fee	\$30.00 per hour & any portion thereof
Shipping and Handling	\$10.00

**Log In**

Email:

Password:

You must create an account before requesting a court document.  
To create an account click [here](#)  
Forgot your password? Click [here](#)

# My Document Requests



The first screen a customer comes to is the My Document Requests

This screen offers information on the status of current orders, pending e-mails from staff needing additional information or responses for research and page counts.

By clicking on the “Complete This Purchase” links either on the top or in the yellow text under “Active Requests” the customer will be lead to finish their request

[Home](#) | [My Document Requests](#) | [My Account Information](#) | [Pay Additional Funds](#) | [Start a Request](#)

## Request Status Report

You may click on the question mark on any page for more information on that area.

You have 11 action pending

### The following items have not yet been paid for:

(Unpaid items will remain in your queue for 14 days before being deleted)

Name	Request Type	
SAMPLE	Copy Request	<a href="#">Complete This Purchase</a>
Test do no process please - Denise	Copy Request	<a href="#">Complete This Purchase</a>
Test	Copy Request	<a href="#">Complete This Purchase</a>
test	Copy Request	<a href="#">Complete This Purchase</a>
names	Copy Request	<a href="#">Complete This Purchase</a>
Grandmas Estate	Research	<a href="#">Complete This Purchase</a>
Porter Dissolution	Copy Request	<a href="#">Complete This Purchase</a>
documents with Benedict	Copy Request	<a href="#">Complete This Purchase</a>

### The following require your attention to complete:

Name: my divorce decree Request Type: Copy Request [View](#)

Name: test for page count tracking Request Type: Copy Request [View](#)

Name: arnold testing Request Type: Copy Request [View](#)

Name: names Request Type: Copy Request [View](#)

## CURRENT ACTIVE REQUESTS ?

Request Name: ljajsl,djfl,asdjf

Request Type: Page Count Requested On: 10/8/2010  
Current Status: Cancelled Messages: 0

Request Name: Lavender Dissolution

Request Type: Page Count Requested On: 9/21/2010  
Current Status: Cancelled Messages: 0

Request Name: names [Complete This Purchase](#)

Request Type: Copy Request Requested On: 6/24/2010  
Current Status: PageCountComplete Messages: 1 Unread Messages: 0 [Read](#)

Request Name: arnold testing [Complete This Purchase](#)

Request Type: Copy Request Requested On: 6/23/2010  
Current Status: PageCountComplete Messages: 1 Unread Messages: 0 [Read](#)

Request Name: test for page count tracking [Complete This Purchase](#)

Request Type: Copy Request Requested On: 6/18/2010  
Current Status: PageCountComplete Messages: 1 Unread Messages: 0 [Read](#)

Request Name: stest

Request Type: Copy Request Requested On: 6/8/2010  
Current Status: Cancelled Messages: 0

# My Documents Request



The “Choose Quantities and Documents Types” is the screen that appears after clicking the link to complete the purchase.

The documents received from a research or page count (Page Count is used when a case number is older than 2000. The clerk will pull the film or print from ECR and send back the page numbers for each document for assessing an accurate payment)

Do not leave the number of copies blank and expect to get the document. The payment will not be calculated for those documents.

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## Records and Research Requests

Request Official King County Court Documents On-line

[Log out](#)

Home | My Document Requests | My Account Information | Pay Additional Funds | Start a Request

### Choose Quantities and Document Types ?

Please choose the types and quantities of the copy of the document you have selected. You may order three types of the document.

Case Number	Document Title	Regular Copies	Certified Copies	Exemplified Copies
02-2-999999-9	ANSWER OF	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
02-2-999999-9	&nbsp;	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
02-2-999999-9	OR, OATH & APPR JDGE PRO TEM & STIP	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
02-2-999999-9	&nbsp;	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>

[Change Document Choices](#) [Proceed to Summarize and Payment](#)

Copy type, number of copies entered here

# Summary of Documents Ordered and Options



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After selecting the number and type of documents the breakdown of cost will display and options for other services will appear for customer selection

For the ship to option a dialog box requesting ship to information will appear

After reviewing your order and selecting options you can change your choices or purchase your selections at the bottom of the screen

Check out and Pay

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**Records and Research Requests**  
Request Official King County Court Documents On-line

Home | My Document Requests | My Account Information | Pay Additional Funds | Start a Request

### Summary of Documents to Purchase

Case Number	Document Title	Regular Copies	Certified Copies	Exemplified Copies	Page Count
02-2-99999-9	ANSWER OF	1			2
02-2-99999-9	&nbsp;		1		5
02-2-99999-9	OR, OATH & APPR JDGE PRO TEM & STIP			1	1
02-2-99999-9	&nbsp;				

**Cost Breakdown:** Regular Cost: \$1.00 Certified Cost: \$14.00  
Postage and handling fees of \$3.00 and \$7.00 are added

**Total Cost: \$64.00** (a convenience fee of \$1.49 for internet checks or \$2.49 for credit cards will also be applied)

**A rush fee of \$30.00 has been added.**

☒ I would like to expedite this request for an additional charge ?

☒ I would like to supply a different mailing address for this order

**Enter new shipping address for your document request**

Firstname \*  
Lastname \*  
Business Address \*  
Address 2  
Address 3  
City \*  
State \*  
Zip \*  
Country \*

\* required information

Change Request Choices Purchase These Documents

•Expedited Fee \$30.00  
•Ship to Address

Ship to Address other than account holder

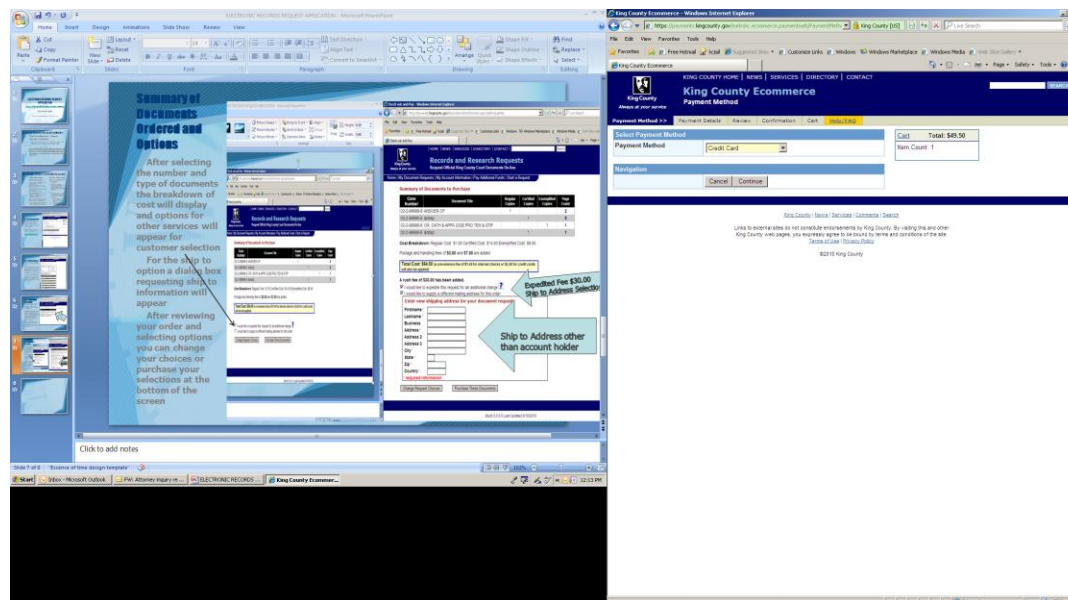


Payments are accepted through a third party application.

-Out of country payments are not accepted. To make out of country payments the account holder must first change the profile address to a US address and change it back after making a payment.

Payment Methods are Credit Card for \$2.49 per transaction and Internet Check for \$1.49 per transaction.

Please note a \$10.00 shipping and handling charge is applied to all web copy requests.





# Personal Information for Payments



Mastercard

Discover

American Express

Visa

Are acceptable forms of payment or  
enter routing number and account  
number for internet checks

When this page is completed select  
continue and an email confirmation  
will be sent to you with your  
REQUEST ID and payment  
confirmation number including the  
amount tendered.

The request ID is the number used  
to follow up on your request with  
the correspondence clerk

King County Ecommerce	
KING COUNTY HOME   NEWS   SERVICES   DIRECTORY   CONTACT	
 King County Always at your service	<b>King County Ecommerce</b> Credit Card Payment
Payment Method	Payment Details >>   Review   Confirmation   Cart   <a href="#">Help/FAQ</a>
<b>Personal Information</b>	
Payment Account Type	Personal
Contact First Name	Denise
Contact Last Name	Millard
Business Name	NA
Day time phone	2062967891
Email	Denise.Millard@kingcounty.go
Confirm Email	Denise.Millard@kingcounty.go
<b>Address Information</b>	
Address	516 Third Avenue
Address 2	Room E609
City	Seattle
State/Province	WASHINGTON
Zip Code	98104
<b>Payment Account Information</b>	
Accepted Cards	   
Credit Card Number	
Verification Code	Help with this field
Expiration Month	01
Expiration Year	2010
<b>Navigation</b>	
Cancel Continue	



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## Starting a Request

The “Start a Request” tab on the menu is the first step starting a document request.

Please note the cost for each transaction.



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[Search](#)

### Records and Research Requests

Request Official King County Court Documents On-line

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You may order superior court case records from the Superior Court Clerk's Office or submit a research request to find case records. The Clerk maintains court records dating back to 1854. You must pay for all required fees at time of submittal. Payments available are electronic check or credit card. A convenience fee of \$1.49 for internet checks or \$2.49 for credit card and \$10.00 Shipping and Handling fee will be added to the cost of the request. This is a secure website.

You may also obtain copies of records by mail or in person at the Clerk's Office. The Clerk's Office in Seattle is located at 516 3rd Avenue, Room E-609, Seattle, WA 98104. The Clerk's Office in Kent is located at 401 4th Avenue N., Room 2C, Kent, WA. 98032.

King County Superior Court cases initiated after November 1, 2004, are now available online for purchase and viewing. Currently we provide Internet access to adult criminal, civil, and probate cases. Cases that are Sealed, Domestic, protection orders and guardianships are NOT available on-line. The fee is \$.15 per page and you must sign up for an [ECR Online](#) account.

Inaccurate or incomplete information may prohibit the Clerk's Office from being able to access records and have to reject the request.

Continue to complete a request form for documents or research.



## Q & A Starting your request




This page allows you to search for your number without incurring a fee or move forward and have the clerk perform the research for a fee of \$30.00 per hour or portion thereof.

Yes you know your case number

No, you do not know your case number and want the clerk to search for it.

If your case number is prior to July 1979 and you have your case number a PAGE COUNT is required. This action is taken by the clerk to search your case for your documents and report back the number of pages for payment.



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**Records and Research Requests**  
Request Official King County Court Documents On-line

Home | My Document Requests | My Account Information | Pay Additional Funds | Start a Request

**Do you know the specific court case number you are requesting document(s) from?**

NOTE: Cases before **1979** will not be directly accessible and must be accessed via microfilm.

☐ Yes

☐ No (A \$30 research fee will apply)

NOTE: If you do not know your case number, you can research it at one of the following external links: For cases filed July 1979 to present use this link

- [SCOMIS](#)

You can search for case numbers from the Superior Court Management Information System (SCOMIS) which is a statewide database for all superior courts. You will need to have the first and last name of a party, or the name of the business. The search results screen will list all cases in all counties with that name. We can only research cases filed in King County Superior Court.

The following cases will not appear in this search engine:

- Adoption/paternity
- Juvenile Dependency
- Mental Illness or any restricted case.
- Cases filed before 1979 with no recent activity.

Cases filed before 1979 use this link

- [Microfiche Case Number Indexes](#)

SCOMIS searches are July 1979 to present

Search Microfiche for cases prior to July 1979





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## Yes, you know your case number

After indicating you know your case number you will be asked when it was filed. If you answer yes, you will be directed to the case index to select your documents if you answer no you will be directed to perform a page count by the clerk.



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### Records and Research Requests

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Was the case filed in the year 2000 or later?

☐ Yes

☐ No

Answered YES  
to 2000 and  
later.



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[Search](#)

### Records and Research Requests

Request Official King County Court Documents On-line

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#### Documents Copy Request

Enter a Case #:

Add This Case #



Assign your request a friendly name (maximum 50 characters) for your future reference:

Name your request (such as 'Mom and Dad's Probate'):

Cancel Request

Proceed to Ordering Options

# Documents copy request



Case number entered was 10-2-12053-0 (no designation)

Results came up with the case information and document index. You can select the documents then enter another case and keep going until you are done selecting documents from up to 5 cases per request.

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Request Official King County Court Documents On-line

Home | My Document Requests | My Account Information | Pay Additional Funds | Start a Request

Log out

## Documents Copy Request

Enter a Case #:   [?](#)

Case#: **10-2-12053-0** Case Title: ORDER ALLOWING ACCESS/REMOVAL OF COURT FILES  
Case Year: 2010 [Remove This Case and Its Documents From List](#)

Choose one or more documents attached to this case which are listed below:

Sub#	Description
1	ORDER REGARDING ACCESS TO RECORDS /JUVENILE SERV ASSESSMENT TEAM WILLIAM J SCHIPP MICHAEL ARCHER LISA BEDIENT SHANYN GILIO-TENAN
2	ORDER REGARDING ACCESS TO RECORDS /KCSC COURT REPORTERS - SEE LIST
3	ORDER REGARDING ACCESS TO RECORDS /EMPLOYEES OF CYNTHIA KENNEDY
4	ORDER REGARDING ACCESS TO RECORDS /DARLENE BROWNLEE
5	ORDER REGARDING ACCESS TO RECORDS /TERESA DITOMMASO
6	ORDER REGARDING ACCESS TO RECORDS /JACQUELINE LUCIEN

Pages	Date Filed	Select
2	1/21/2010	<input type="checkbox"/>
2	1/21/2010	<input type="checkbox"/>
2	2/4/2010	<input type="checkbox"/>
2	2/4/2010	<input type="checkbox"/>
2	2/4/2010	<input type="checkbox"/>
2	2/4/2010	<input type="checkbox"/>
2	2/4/2010	<input type="checkbox"/>
2	2/4/2010	<input type="checkbox"/>
5	2/4/2010	<input type="checkbox"/>
2	2/4/2010	<input type="checkbox"/>

**Assign your request a friendly name (maximum 50 characters) for your future reference:**

Name your request (such as 'Mom and Dad's Probate'):

## Choose Quantities and Document Types



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After selecting the documents you wish copies of from the index you are directed to this page to select the “type” of copies. Plain = regular, Certified and Exemplified. Enter the NUMBER of copies you want for each “TYPE”

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## Records and Research Requests

Request Official King County Court Documents On-line <sup>1</sup>

[Requests](#) | [My Account Information](#) | [Pay Additional Funds](#) | [Start a Request](#)

### and Document Types <sup>?</sup>

is and quantities of the copy of the document you have selected. You may<sup>1</sup> order three types

Document Title	Regular Copies	Certified Copies	Exemplified Copies
REGARDING ACCESS TO IS /DSHS /DCFS EMPLOYEES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REGARDING ACCESS TO IS /THE DEFENDER ATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REGARDING ACCESS TO IS /SUP CT FAMILY COURT IONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Choices

Proceed to Summarize and Payment

# PURCHASE SUMMARY



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This screen summarizes your purchase including shipping and handling, and convenience fees. You also have the option to select a ship to address different from the requester and an expedite option for an additional \$30.00. When selecting PURCHASE THESE DOCUMENTS you will be directed to the payment screens to process your payment. Upon successful payment you will receive an e-mail with your transaction ID, cost, and Request ID.

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## Summary of Documents to Purchase

Case Number	Document Title	Regular Copies	Certified Copies	Exemplified Copies	Page Count
10-2-12053-0	ORDER REGARDING ACCESS TO RECORDS /DSHS /DCFS EMPLOYEES		1		2
10-2-12053-0	ORDER REGARDING ACCESS TO RECORDS /THE DEFENDER ASSOCIATION	1			2
10-2-12053-0	ORDER REGARDING ACCESS TO RECORDS /SUP CT FAMILY COURT OPERATIONS		1		5

**Cost Breakdown:** Regular Cost: \$1.00 Certified Cost: \$15.00 Exemplified Cost: \$0.00

Postage and handling fees of **\$3.00** and **\$7.00** are added

**Total Cost: \$26.00** (a convenience fee of \$1.49 for internet checks or \$2.49 for credit cards will also be applied)

- ☐ I would like to expedite this request for an additional charge [?](#)
- ☐ I would like to supply a different mailing address for this order

[Change Request Choices](#)

[Purchase These Documents](#)


## Case number prior to July 1979



IF your case number is prior to July 1979 this dialog box will appear.  
You must enter:

- case number
- type of case
- full year of filing
- list the parties involved

Select the documents your are requesting copies for. Select Add this case and its documents and you can enter up to five case number and documents per case per request. When you have finished create a name for your request so you can identify it on you're "My Document Requests" screen to track its progress. Then click "Request Page Counts For These Documents"




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**Records and Research Requests**  
Request Official King County Court Documents On-line

Home | My Document Requests | My Account Information | Pay Additional Funds | Start a Request

**Case Number:**   **Case Type:**

**Case Title:**

**Approximate full year of the Case (1850 to 1999):**  

**List Parties Involved (separated by Commas):**

**List Up To 5 Documents You Are Requesting:** 

1.

2.

3.

4.

5.

**Assign your request a friendly name for your future reference:**  
(For example, 'My Probate Request' )  
 (maximum 50 characters)





## Page Count

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After submitting your page count staff will search the case and documents and return an e-mail indicating the search is complete with the number of pages for each document requested.

On your “My Documents Request” screen you will have an indication an e-mail message is waiting and you can click on the yellow “Complete This Request” to select the number and type of copies for each document and pay for your copies. The additional options of sending to a different ship to address and the expedite is still available.

**Request Name:** Bug No. 1260 test to see if i get errors [Complete This Purchase](#)

**Request Type:** Copy Request **Requested On:** 11/10/2010

**Current Status:** PageCountComplete **Messages:** 1 **Unread Messages:** 0 [Read](#)

# Research Request



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## Records and Research Requests

Request Official King County Court Documents On-line

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[\[Log out\]](#)


To research case numbers a \$30 per hour research fee is required. A minimum of one hour will be charged at the time of your submittal. If you also would like to know if a specific document has been filed in the case, please provide the title of the document. Cases and/or documents which are sealed by law or court order may not be researched through this website.

The Clerk will research court records based on the information that you submit. You will receive a case number and subnumber, if found, by email which will complete your request. If you want copies of documents from the request, supplying the case information.

It is suggested that you save a copy of this request to your computer.

Name your request (up to 50 characters, such as 'Mom and Dad's Probate') for easy future tracking:


Case Name:

Name of Parties involved (separated by commas): 

General information that might help us locate your case:

Approximate full year of the Case (1850 to present):

Case Type:

Choose Case Type... 

If you do not know your case number this is the screen to request the clerk to search our records based on information provided. This is not a copy request. It is a request for case number search. You can search your older case numbers on our microfiche or July 1979 to present on SCOMIS.

You must provide as much information as possible to assist us in finding your records. Party names, approximate year of filing, type of case you are looking for, matter that was presented before the court.

# ACCOUNT PROFILE INFORMATION AND SECURITY INFO



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Records and Research Requests  
Request Official King County Court Documents On-line

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YOUR CONTACT INFORMATION | CHANGE PASSWORD | PASSWORD RECOVERY INFORMATION

Firstname

Denise

Lastname

Millard

Email

Denise.Millard@kingcounty.gov

Business Name

Justice

Address

516 Third Avenue

Address 2

Room E609

Address 3

Room E609

City

Seattle

State

WA

Zip

98104

Country

Phone

(206) 296-7891

Fax

Update Profile



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Home | My Document Requests | My Account Information | Pay Additional Funds | Start a Request

YOUR CONTACT INFORMATION | CHANGE PASSWORD | PASSWORD RECOVERY INFORMATION

New Password:

Confirm New Password:

Change Password

Always at your service

Home | My Document Requests | My Account Information | Pay Additional Funds

YOUR CONTACT INFORMATION | CHANGE PASSWORD | PASSWORD RECOVERY INFORMATION

Password Recovery Information

Choose your security challenge question:

What is your mother's maiden name

▼

Your answer :

Gonzalez

Update Security Response

# PAY ADDITIONAL FUNDS



If a new document is added to a research request, or additional documents are added to a customer existing request additional fees can be paid. In some instances a customer will request a particular document and change their minds resulting in a page count difference or a type of document difference.

Additional fees can be paid from a customer account and the clerk will be notified so documents can be mailed.

The request ID is required to see the documents to be paid for or the additional fees such as shipping and handling when converting a research request to a copy request.

Pay King County Superior Court Document Request - Windows Internet Explorer

http://dja-eweb.kingcounty.gov/Records/PayBills.aspx

File Edit View Favorites Tools Help

Pay King County Superior Court Document Request

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Records and Research Requests  
Request Official King County Court Documents On-line

Home | My Document Requests | My Account Information | Pay Additional Funds | Sign Out [Log out]

### Pay Additional Funds

Enter a Request ID:

**Request ID: 14732 Research Fee: \$30.00 Handling Fee: \$0.00 Postage Fee: \$0.00**  
**Expedite Fee for Research Request: \$0.00 Expedite Fee for Copy Request: \$0.00**

Case Number	Document Title	Regular Copies	Certified Copies	Exemplified Copies	Page Count
	NAME CHANGE IN DIVORCE	0	1	0	3

[Remove This Request](#) **Subtotal Costs: \$37.00**

**Total Costs: \$37.00**  
(a convenience fee of \$1.49 for internet checks or \$2.49 for credit cards will also be applied)

Build 3.0.0.0 Last Updated 8/19/2010

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# FAQ



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## Correspondence & Record Request Frequently Asked Questions (FAQS)

- 1) How far back do your court records go?
- 2) How do I get a copy of a court file?
- 3) Is there a fee to search records with the Superior Court Clerk's office?
- 4) What is the turnaround time for a correspondence request?
- 5) What is the difference between exemplified, certified and plain copies?
- 6) How do I get a copy of a satisfaction of judgment?
- 7) Where do I get a copy or information regarding a traffic ticket?
- 8) Where do I get a copy of my marriage certificate?
- 9) Where do I get copies of liens?
- 10) What is an Apostilles and where can I get one?
- 11) Where are King County archived records, other than Superior Court records?
- 12) How do I expunge my criminal record?
- 13) What are your fees?
- 14) What is an Abstract of Judgment and how do I request one?
- 15) How do I get a copy of a document from a sealed record?
- 16) How do I check if I have a warrant and obtain a copy of the order for warrant?

# FAQ continued



- How far back do your court records go?  
The Clerk's Office (aka: Department of Judicial Administration – "DJA") is responsible for keeping and maintaining millions of King County Superior Court case files dating back to 1854.
- How do I get a copy of a court file?  
You may obtain copies via mail, make your request on the internet using the [Electronic Records Request](#) application, ECR ONLINE application or come in person. Sealed records are not available by mail or via the Electronic Records Request or ECR ONLINE application. Identification is required to view or access sealed records and you must appear in person unless you have obtained a court order for the clerk to waive verification of identification.
- Is there a fee to search records with the Superior Court Clerk's office?  
If you come to the Clerk's Office and do the research (searching for a case number) yourself, there is no fee; however, if you request for the Clerk's Office to do the research for you there is a \$30 fee per hour and portion thereof for research. The clerk's webpage has limited microfiche online to search cases numbers prior to 1979.
- What is the turnaround time for a correspondence request?  
It can take up to 7 business days from the time we receive the request to the time we mail it out.
- What is the difference between exemplified, certified and plain copies?  
Exemplified copies – Clerk statement, Presiding Judge statement and raised seals attesting to the authenticity in accordance with Certificate of Exemplification U.S. Code (1776) Title 28; Section 738 RCW 2.32.050 & RCW 5.44.010).  
Certified copies – Documents from the official court record stamped with a statement of authenticity and the King County Superior Court seal, signed and dated by a deputy clerk or clerk of King County Superior Court.  
Plain copies – a standard copy of the document without any clerk seals, signatures or statements to its authenticity.

# FAQ continued



- How do I get a copy of a satisfaction of judgment?

Satisfactions of judgments are filed by the creditor or the creditor's attorney and an entry is made in the court file upon filing of this document. If there is not a satisfaction filed in the case, you'll want to contact the creditor or their attorney. Please contact the King County Superior Court Clerk's office for criminal and juvenile judgments at 206-296-7854.

- Where do I get a copy or information regarding a traffic ticket?

If your infraction was in King County and outside city limits then most likely you will need to contact District Court.

<http://www.kingcounty.gov/courts/DistrictCourt.aspx>

- Where do I get a copy of my marriage certificate?

Marriage Certificates are maintained by the Recorder's Office. <http://www.kingcounty.gov/business/Recorders.aspx>

- Where do I get copies of liens?

Liens are typically recorded with the Recorder's Office <http://www.kingcounty.gov/business/Recorders.aspx>

- What is an Apostilles and where can I get one?

An "apostille" is a certificate issued by a designated authority in a country where a treaty called the [Hague Convention Abolishing the Requirement for Legalization of Foreign Public Documents](#) applies. See a [model Apostille](#). The apostille consists of 10 elements. The Convention requires that all apostilles be numbered consecutively, with individual numbers applied to each apostille issued. Group or bulk numbers per customer rather than per document are not acceptable. Apostille certificates are issued by a state government only for documents which have been signed by a government official (or a Notary Public) of that same state. You cannot request a Washington Apostille on your documents if your documents have been signed by a government official in Oregon for example. You would need to obtain an Oregon Apostille from the government of Oregon instead. They are issued by the Secretary of State.

Please see their website for additional information

<http://www.sos.wa.gov/corps/apostilles/Default.aspx> .

# FAQ continued



- Where are King County archived records, other than Superior Court records?

King County Archives is a repository of historical county government records, which are open to the public to view, [by appointment only](#). Over three hundred collections, some dating back to 1853, serve as a permanent source of information about activities, programs, and decisions of King County agencies and elected officials. Their records are in many formats, including paper, photographs, maps, and audio-visual materials. All records are open to the public by appointment. Please see their website for additional information: <http://www.kingcounty.gov/operations/archives.aspx>.

- How do I expunge my criminal record?

Information on criminal records can be found at [www.courts.wa.gov](http://www.courts.wa.gov) under brochures

- Criminal History and Criminal Records
- Glossary
- Criminal History and Criminal Records Brochure
- Governing Statutes and Regulations

- What are your fees?

Please see our fee schedule: <http://www.kingcounty.gov/courts/clerk/feeSchedule/Effective%July%2026%202009.aspx>

- What is an Abstract of Judgment and how do I request one?

An Abstract of Judgment is a record of the judgment entered in the Superior Court. You can request an Abstract of Judgment for the purposes of filing with the Recorder's Office and/or the Clerk's Office of another County within Washington.

A request for an Abstract of Judgment can be made in person at the Clerk's Office or by mail. We need to know where the abstract will be filed before we can issue, i.e. Snohomish County Superior Court and Snohomish County Recorder's Office.

- How do I get a copy of a document from a sealed record?

Sealed documents are available only to those individuals designated access defined in a court order or by statute. Note in paternity cases only the final orders are public all other documents are sealed and require identification. To view or obtain copies of sealed documents of which you are authorized you must come to



# FAQ continued



- the King County Courthouse, Maleng Justice Center or Juvenile Court and provide current picture identification. If the clerk is unable to verify identity you will not be granted access or provided copies of sealed documents.
- How do I check if I have a warrant and obtain a copy of the order for warrant?

To inquire about a King County Superior Court warrant or to obtain a copy of a warrant issued in a King County Superior Court case do NOT call. Warrant information is not available over the phone. You may request a copy of your warrant or the return on warrant documents either by mail, in person or via the web.

<http://www.kingcounty.gov/courts/Clerk/Records/Copies%20of%20documents.aspx> .

You may also go to any law enforcement agency with proper identification to inquire if a warrant exists or the status of a warrant. Law enforcement agencies will not give warrant information over the phone. If you wish to quash a warrant please contact the prosecuting attorney's office at 296-9000 for Criminal or 206-296-9020 for Family Law matters. To quash a civil warrant please refer to the issuing party stated on the order for warrant.

# What cannot be ordered online



- Transcripts
- Reproduction of Hearings
- Agency Exempt Documents
  - There is a future enhancement to by pass the payment engine for those agencies exempt from payment
- Voucher Customers
  - We will be accepting vouchers by the end of 2011

# DJA Sealed File Policy



## Sealed Records Access

(Also see DJA Policy INF-15-3-RA-10)

### Cases Sealed by Statute

Existence of these cases is not available to the public over the phone. Individuals authorized to view these records by statute must have their identity verified by DJA staff. Persons not authorized access per statute must obtain a court order to gain access. These cases are as follows:

#### *Adoption – RCW 26.33.330 (case type 5)*

Accessible to authorized court staff only. Individuals including the parties must go through Adoption Services to obtain a court order authorizing the Clerk to provide certain information and/or copies. Requests can be made by mail through Adoption Services. Prior to 1954 the adoption and probate indexes were combined. Parties wanting access to probate case numbers prior to 1954 must have Records Services staff perform the research.

#### *Paternity – RCW 26.26.610 (case type 5)*

Only parties of record, their attorney and the PA can access the paternity file by providing valid identification to staff in person only. To get information through the mail the parties must obtain a court order authorizing the Clerk to mail sealed information. Per statute final orders are open to the public. These documents are usually the final judgment, order of support, and parenting plan. Over the phone you can verify if a judgment exists and give out the judgment number as well as the case number.

#### *Mental Illness – RCW 71.05.390 (case type 6)*

Open to the patient, the patient's attorney of record and the Prosecuting Attorney upon verification of identity by DJA staff.

# DJA Sealed File Policy Continued



*Juvenile Dependency (includes At Risk Youth, CHINS & Truancy) - RCW 13.50.100 (case type 7)*

Open to the dependent, the dependent's parents (except not to a parent whose parental rights have been terminated) the dependent's or a parent's attorney of record (except not when the parent's parental rights have been terminated), a Court-appointed guardian ad litem, and the attorney general. The dependency hearings are open to the public. Any appointed guardian has access to the order appointing them guardian only. The terminated parent has access to the order terminating their parental rights only.

*Juvenile Offender - RCW 13.50.250*

Cases filed prior to July 1, 1978 are all confidential, available only to the juvenile, the juvenile's parents (except not to a parent whose parental rights have been terminated through a separate dependency filing), the attorney of record, and the prosecutor. Juvenile offender cases filed on or after July 1, 1978 are public records.

**Documents Sealed by Statute or Court Rule**

Existence of these documents is not available over the phone. The individual must be in person to have their identity verified by DJA staff. These documents are as follows:

*Confidential Information Form (CIF) – GR 22 (case types 3 & 5)*

Accessible to authorized court staff and DSHS. Access to other parties must be granted by order of the Court.