Workshop General Information

- Cost: $200.00 per person.
- When: Held over two consecutive Fridays in the months of April and September, the workshop is a 2-day course with 5 hours of instruction each day.
  - September 21 & 28, 2018
  - April 5 & 12, 2019
  - September 20 & 27, 2019
- Time: 9:00 am to 3:30 pm, with a 1-hour lunch break.
- Where: The workshop is held in the King County Administration Building, Room 560, 500 Fourth Ave, Seattle, 98104.
- Register: The workshop is limited to 25 participants and enrollment is on a first-come, first-served basis. Provide name, Bar Number (if an attorney), and contact information (telephone number & e-mail) to Shanna Knight, Registrar, at 206-477-3036 or shanna.knight@kingcounty.gov.
- Payment: Secure your place in the workshop by paying the $200 tuition at least 2 weeks in advance. Send your check, payable to: "King County Clerk," c/o *Shanna Knight, 401 4th Ave North, Room 2C, Kent, WA 98032.*
- Questions: Please contact Beth Taylor, Program Manager, at 206-477-0783 or beth.taylor@kingcounty.gov.

"Wish I was encouraged to do this fifteen years ago. Should be mandatory training."

Legal staff workshop participant

This workshop offers an inside view of the Clerk's Office, plus Arbitration or Family Court Operations. You learn the essentials about processing cases through the court and discover time and money saving tips. You will note how extensively technology is used, and also ways in which you may use technology in conducting business with the Clerk's Office. We hope you will share ideas for improving operations for the Clerk and the Court.

Hon. Laura Inveen, Presiding Judge

The Clerk's Office always benefits from this workshop. Many good ideas come from the course, often leading to procedural changes that simply work better. Attorneys and legal staff get to interact directly with our staff. We hear directly from some of our most important customers. Many of our workshop graduates continue to let us know how we're doing. Such feedback keeps us focused on the type and quality of services we provide.

Barbara Miner, Superior Court Clerk

CLERK'S OFFICE HOURS

Monday - Friday 9:00 am - 4:30 pm
Limited services (12:15—1:15 pm)

OFFICE LOCATIONS

King County Courthouse
516 Third Ave., Room E-609
Seattle, WA 98104

Maleng Regional Justice Center
401 Fourth Ave. N, Room 2-C
Kent, WA 98032

Juvenile Court—Youth Service Center
1211 East Alder, Room 307
Seattle, WA 98122
JC closed during lunch 12:15—1:15 pm

GENERAL INFORMATION (All Locations)

(206) 296-9300 (206) 296-0100-TTY

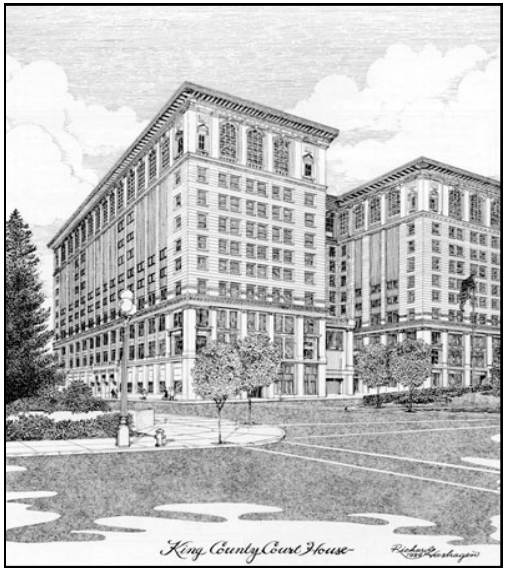
WEB ADDRESS

http://www.kingcounty.gov/courts/Clerk

King County
Department of Judicial Administration

Superior Court Clerk's Office 2018-9 CLE Workshop for Attorneys and Legal Professionals

10 CLE credits for WSBA members



Seattle, Washington

Barbara Miner
Director and Superior Court Clerk

06-12-18

Clerk's Office CLE Workshop Course of Instruction

Overview

The Clerk's Office overview, King County Charter 350.20.20, departmental mission and office organizational overview.

Clerk's Technology

Navigate the Clerk's Office Web site. Demonstrations of the *e*Filing application and ECR Online functionalities. Review of court rules authorizing e-filing, eService, eWorking Copies and online access to court records. eServices technology tips to avoid mistakes and processing delays.

Case Initiation & Document Intake

A behind the clerk's counter look at the document filing and new case initiation processes. Case files: how documents are made part of the electronic court record (ECR), the heart of the Clerk's systems for managing cases, data and documents. Key procedures and rules. Practice tips for case initiation, managing active cases, and use of data from the statewide SCOMIS system. Special attention is on sealed record information.

Finance & Judgments

The Clerk's financial management services, the Registry of the Court, fees and payments. Overview of financial processes, including the Clerk's Trust Fund, disbursements, accounting and cashiering. Practice tips cover key statutes, investment accounts and procedures for civil judgments and garnishments. Commitment and release processes for defendants and criminal judgments. Learn how to completely close out a case.

> ***"Great information! So happy I attended. Will recommend to others."***
>
> **Legal staff workshop participant**

Courtroom Services

The duties of courtroom clerks. How to prepare exhibits. Handling exhibits in court and afterwards. Learn the difference between trial exhibits and file exhibits.

Ex Parte

Ex Parte Department procedures including practice tips, forms and insights on working with staff and commissioners. Learn the required '*Ex Parte* via the Clerk' document submission process.

Customer Services

Access and research case records, old and new. Obtaining forms, recorded court proceedings and archived records. Review fee-based services and services for those seeking protection orders. Tips regarding designating Clerk's Papers for an appeal.

Tour the Clerk's Office

Layout and operations of the Clerk's Office in the Courthouse in downtown Seattle.

Arbitration Department

King County's Mandatory Arbitration Program: history, assignment process and tips, important timelines and information.

—Or—

Family Court Operations

Services in cases with contested custody/visitation include parenting plan evaluations, mediations, domestic violence and other risk assessments, adoption services and Unified Family Court (UFC).

Visit: Superior Court Clerk's Office CLE Website

The **Electronic Court Records (ECR)** program won a 2007 **Innovations in American Government Award** from the Ash Institute for Democratic Governance and Innovation at the John F. Kennedy School of Government, Harvard University.

Materials Provided

A workshop handbook with useful information, examples and customer tips.

Evaluation

Conclude each session of the workshop with a written evaluation. Share reactions, criticisms and suggestions. Your comments will help with ongoing improvements to the workshop and the Clerk's Office services.

Extras Available: Exhibit Room

Arrange an Exhibit Room visit by contacting the Exhibit Room Supervisor.

Other Activities and Locations

Visit the Clerk's Office at the Maleng Regional Justice Center in Kent or at the Juvenile Court by contacting the Clerk's Office division manager at the site.

> ***"I have been very impressed with how open and accessible you all are. The level of service you provide is exceptional. Everyone is incredibly experienced and professional."***
>
> **Attorney workshop participant**