



King County

Department of Judicial Administration

Barbara Miner

Director and Superior Court Clerk

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

MODIFIED PROBATE CASE FILING PROCEDURES

Due to the continuing COVID-19 changes to our business, new probate petitions should be e-filed and then the original will delivered or mailed to the Clerk for filing. The following is the modified filing process:

1. Submit the Petition to Probate via the Clerk's eFiling application: <https://kingcounty.gov/courts/clerk/documents/efiling>. The eFiling system will assign a case number and provide the ability to pay the filing fee.
2. Attach a GR 14 cover sheet: <https://kingcounty.gov/courts/clerk/forms> and write the case number that was assigned at the time of filing onto each will.
3. Drop off or mail the original will to the clerk's offices in either the King County Courthouse or the Norm Maleng Regional Justice Center. The filing slot for original filings is available to use during regular business hours.
4. Verify the will has been added to the document list in the case using the Clerk's Record's Portal: <https://dja-prd-ecexap1.kingcounty.gov/?q=Home>. This will usually occur within 48 hours of filing the will.
5. Submit your order(s), oath(s), supporting documents and request for letters electronically through the Ex Parte via the Clerk application: <https://kingcounty.gov/courts/clerk/documents/efiling> once the will has been added to the document list.

Clerk's Office Locations

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

Norm Maleng Regional Justice Center
401 Fourth Avenue N, Room 2C
Kent, WA 98032

Seattle:
516 Third Avenue Room E609
Seattle, WA 98104-2386

Regional Justice Center:
401 Fourth Avenue North Room 2C
Kent, WA 98032-4429

Juvenile Division:
1211 East Alder Room 3015
Seattle, WA 98122-5598

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