



King County

Department of Judicial Administration

Barbara Miner

Director and Superior Court Clerk

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

FOREIGN SUBPOENA INSTRUCTION SHEET

The following is required when filing a new Foreign Subpoena case:

- Foreign Subpoena(s)
- Instruction Sheet
- King County Subpoena (must be compliant with [CR45](#) and [GR14](#))
- [Case Information Coversheet](#) (when filing by mail)
- New Case Filing Fee Payment (see [fees](#) on the clerk's office website)
- \$20 fee per King County Subpoena to be issued, includes one conformed copy

New Foreign Subpoena cases can be filed by mail, in person, and via eFiling.

Mail and In Person Filing Instructions

Send or bring all required documents and fee payments to one of the following locations:

Superior Court Clerk's Office – Seattle Office Attn: Cashiers 516 Third Avenue, Room E609 Seattle, WA 98104	Superior Court Clerk's Office – Kent Office Attn: Cashiers 401 4 th Avenue North, Room 2C Kent, WA 98032
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eFiling Instructions

1. Select “efile now” from the [clerk's office website](#).
 - a. Create a user id or sign in with your existing account information.
2. Select “Start New Case(s)”.
3. Choose your desired case designation (Kent or Seattle).
4. Select “Other Complaints/Petitions” for case category.
5. Select “Foreign Subpoena (OSS 2)” for sub-category.
6. Input the case caption from the trial state and click “Next”.
7. Upload the Foreign Subpoena and Completed Instruction sheet.
8. Select “Add Additional Document”.
9. Select “Subpoena (\$20.00)” from the dropdown.
10. Upload your King County Subpoena to be issued in PDF or TIFF format.

- a. This process must be repeated for each person or entity you are requesting to be subpoenaed.
11. When finished, click on “Next” then “Proceed to E-File”.
12. Select “E-File Now”.
13. You may pay by check or with credit card.
14. Once payment is complete, you will receive a confirmation receipt and case number for your filing.
 - a. The subpoena should be issued within 2 business days.

To be completed by filing party:

Contact Person _____

Contact Phone No. _____ Ext _____

Mailing Address: _____

Return via:

Pick-up Location: ☐ Seattle or ☐ Kent ☐ *Messenger ☐ For pick-up notification call:

☐ U.S. Mail () _____

*If a messenger service will be picking up the subpoena, *please upload a messenger slip* in eFiling on the “Add Additional Documents” screen. It will not be filed into the court file. You will receive an email message indicating the messenger slip has been “rejected” from the court file. You will not be billed a faulty document fee, nor does this mean your entire case has been rejected or that your filing fee will be refunded.

☐ Notes/Comments for the Clerk: _____

For Clerk's Use Only

Out Processed by: _____ Date: _____ Mail _____ Messenger

Pick-Up Notification:

1st Attempt Date: _____ Person notified _____ or VM

2nd Attempt Date: _____ Person notified _____ or VM

Pick-up by: _____ Date: _____