

# Superior Court Clerk's Office Overview

The King County Department of Judicial Administration (DJA), more commonly known as the Superior Court Clerk's Office, serves as the record keeper and a customer service provider for the King County Superior Court.

The Clerk's Office is responsible for maintaining and managing access to the official superior court case records, dating back to 1854. Case records are, with some exceptions, public records and available for general viewing. The only records that are not subject to public inspection are those sealed by court order, protected by court rule or by law.

The Clerk's Office also manages receipt, disbursement and accounting of all fees, fines and payments made in superior court cases. Included are the court ordered payments on criminal and juvenile offender cases collected by the Clerk's Legal Financial Obligations Collection program.

Other specialized Clerk's Office service delivery programs are: assisting the public by means of the Clerk's Protection Order Office; providing safe storage of wills via the Will Repository; facilitating online and in-person access to court records and requests for document copies; and enabling electronic filing and submission of electronic judicial working copies. In addition, a clerk is required to be present at every Superior Court hearing.

Clerk's staff manage nationally recognized programs: the Adult Drug Diversion Court, a pre-adjudication program that offers structured court supervision and access to services for eligible individuals charged with felony crimes related to an underlying substance use disorder; and the KC Script system, a technology system that provides the electronic document filing, management, storage, retrieval and viewing solution for the court, clerk's office staff, the public, and law, safety and justice partner agencies.

## Clerk's Office Locations:

King County Courthouse  
516 Third Avenue, Rm E-609  
Seattle, WA 98104

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

Clark Children & Family Justice Center  
1211 East Alder, Rm 3015  
Seattle, WA 98122

**Clerk's Office Hours:** Monday – Friday 9:00 am -12:15 pm and 1:15 pm – 4:30 pm (limited services 12:15 – 1:15 pm), except legal holidays: [www.kingcounty.gov/courts/clerk/hours](http://www.kingcounty.gov/courts/clerk/hours)

**Clerk's Customer Service:** Staff are available to assist customers at any office counter, by phone (206-296-9300) or via email: [DJA.CustomerServiceEmail@KingCounty.gov](mailto:DJA.CustomerServiceEmail@KingCounty.gov). For questions about the Clerk's electronic applications contact the eServices Help Desk: 206-477-3000 or [eServices@kingcounty.gov](mailto:eServices@kingcounty.gov).

**Case Number Look-up:** If the case number is unknown, the [Clerk's Records Access Portal](#) (Linked page is not translated.) provides an online case number and person search.

**Court Forms:** Forms and documents are available online: [www.kingcounty.gov/courts/clerk/forms](http://www.kingcounty.gov/courts/clerk/forms). (Linked page is not translated.)

**Fee Schedule:** Clerk's Office fees are mandated by law or court rule and must be paid in advance. To learn about fee waivers or reduction of costs, visit: [www.kingcounty.gov/courts/clerk/fees](http://www.kingcounty.gov/courts/clerk/fees).

**E-Filing** (Linked pages are not translated.): Electronic filing of most documents into Superior Court cases is mandatory for attorneys (see [KCLGR 30](#)). To learn more about e-filing visit: [www.kingcounty.gov/courts/clerk/documents/efiling](http://www.kingcounty.gov/courts/clerk/documents/efiling).

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